

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 16, 2016

Item 1, Report No. 3, of the Special Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on February 16, 2016.

**1 2016 DRAFT WATER AND WASTEWATER/STORMWATER OPERATING BUDGETS
 AND THE 2017 – 2018 PLAN**

The Special Finance, Administration and Audit Committee recommends:

- 1) That the recommendation contained in the following report of the Chief Financial Officer & City Treasurer, the Deputy City Manager Public Works, the Director of Environmental Services and the Director of Financial Services/Deputy Treasurer, dated February 2, 2016, be approved;**
- 2) That staff be directed to report back by the end of Quarter 2 of 2016 on opportunities to provide financial relief for Vaughan residents who are currently undergoing home dialysis and that costs associated with a potential relief plan be fully incorporated in the report and that the Region of York also be approached to provide some support through financial relief for such residents;**
- 3) That the presentation by the Chief Financial Officer & City Treasurer and Communication C1, presentation material titled “*Water/Wastewater/Stormwater 2016 Draft Budget*” dated February 2, 2016, be received; and**
- 4) That the following deputations be received:**
 - 1. Mr. Richard Lorello, Treelawn Boulevard, Kleinburg; and**
 - 2. Mr. Kevin Hanit, Queensbridge Drive, Concord.**

Recommendation

The Chief Financial Officer & City Treasurer, the Deputy City Manager Public Works, the Director of Environmental Services and the Director of Financial Services/Deputy Treasurer recommend:

1. That the draft 2016 budget including rate increases for Water and Wastewater reflecting the Regional Rate increase, City operating and City capital requirements be approved as follows:
 - a) That the City’s water rate be increased from \$1.4780 to \$1.5815 per cubic meter effective after Council approval;
 - b) That the City’s wastewater rate be increased from \$1.9130 to \$2.1426 per cubic meter effective after Council approval;
 - c) That the Additional Resource Request (ARR) Staffing Requests as outlined in Attachment 2 be approved;
 - d) That the service charges for water and wastewater as outlined in Attachment 3 be approved;
 - e) That any necessary By-laws to give effect to the water and wastewater rates and service charges be implemented on April 1, 2016; and
 - f) That a consolidated item on the proposed 2016 Water and Wastewater Budget and 2017-18 Plan be submitted to a Council meeting, incorporating any further adjustments and/or direction provided by the Finance, Administration and Audit Committee.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 16, 2016

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Contribution to Sustainability

Safe drinking water, effective wastewater collection and stormwater management are cornerstones of a sustainable and healthy community.

The draft 2016 water and wastewater/stormwater budgets and rates provide funds to support the City's water, wastewater and stormwater services by moving towards financial sustainability in accordance with the Safe Drinking Water Act and the Sustainable Water and Sewage Systems Act.

Continued infrastructure renewal investment is critical to ensure water and wastewater services are sustainable in the future. This objective is supported by continuing to build City reserves.

Economic Impact

The City's ongoing commitments to investments in public safety, quality service provision and reliability in 2016 and in the longer term, combined with the Region's increases in rate charges to the City, require a 9.82% increase in rates charged for the provision of quality drinking water and wastewater conveyance and treatment services.

The combined draft rate increase at 9.82% covers a 9.02% rate increase from the Region of York, which accounts for 72% of the City's expenses. This results in a City of Vaughan combined rate increase of \$0.3331 per cubic meter for a new rate of \$3.7241 per cubic meter.

Based on the draft rate increase for water and wastewater the impact to the ratepayer that consumes 267 cubic metres will be approximately \$88.94 annually or \$7.41 per month.

Continued infrastructure renewal investment is critical to ensure water and wastewater systems and services are sustainable in the future. This objective is supported by continuing to build City reserves. The 2016 budgeted rates will generate a combined net contribution of \$16.2 million to reserves thus continuing the City's move towards long-term financial sustainability of the City's water and wastewater system and services as required by the Safe Drinking Water Act (SDWA) and Sustainable Water and Sewage Systems Act.

Pending Council's approval, the City's rate will be implemented on April 1, 2016.

Communications Plan

The approved water and wastewater rates will be advertised in accordance with the City's Notice By-law. Staff will provide a list of questions and answers to the Corporate Communications department to assist in responding to the public and the media.

The notice for this report has been advertised using the City's Corporate Communication Strategy.

Final Opportunity for Community Input

In addition to the meeting of the Finance, Administration and Audit Committee, a Special Council Meeting will also be held before budget approval to provide the public with a final opportunity to comment on the proposed 2016 Budget and 2017-18 Plan. This meeting is anticipated to be held in late February and will be advertised in advance, consistent with the City's public notification by-law, once a date has been set.

Post Budget Approval Communication

Following approval of a budget, the City will communicate budget highlights by employing a variety of tactics, including a media release, website content, social media messages, a blog, an eNewsletter post and an internal message to staff. Staff will provide a list of questions and answers to the Corporate Communications department to assist in responding to the public and the media.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 16, 2016

Item 1, SP Finance Report No. 3 – Page 3

Purpose

The purpose of this report is to provide and present the 2016 Draft Water and Wastewater/Stormwater Operating Budgets, The 2017 – 2018 Plan and the corresponding draft water and wastewater billing rates to the Finance, Administration and Audit Committee for consideration.

Background – Analysis and Options

Regulatory Requirements

Water, Wastewater and Stormwater are regulated services and must meet legislated requirements of the Safe Drinking Water Act and the Sustainable Water and Sewage Systems Act. The Acts' purposes are to protect human health through the control and regulation of drinking water systems and drinking water testing as well as to ensure financial viability to finance the full cost of providing these services.

Financial Sustainability: Always a Key Priority

The objective of the City's financial planning process is to develop a multi-year budget that balances the need to maintain existing services, accommodate growth requirements and undertake corporate initiatives against the City's capacity to fund them. The City's financial management policies and practices are based on best practices to maintain the City's strong financial position.

Infrastructure Challenge

As the City moves forward, financial sustainability must continue as one of Vaughan's key priorities. Prudent financial planning requires ongoing contributions to water and wastewater/stormwater reserves to fund repair and replacement infrastructure. The 2016 budget process was focused on maintenance of current infrastructure and increasing reserve contributions. This will position the City to be able to continue to build its reserves to meet future infrastructure needs, while ensuring that the Draft 2016 Budget and 2017-18 Plan would be fully aligned with the priorities and initiatives identified on the Term of Council Service Excellence Strategy Map.

Draft 2016 Budget and 2017-18 Plan

The City is growing rapidly. We are delivering on the vision of being a City of Choice, improving service delivery, managing growth and delivering services more effectively and efficiently.

The Draft 2016 Budget and 2017-18 Plan is aligned with the term of council priorities and the service excellence strategic initiatives presented in the Term of Council Service Excellence Strategy Map. On Sept. 30, 2015, Council approved a refreshed strategic plan. The plan provides a focused set of priorities for the corporation to deliver on our mission of citizens first through service excellence. The plan also aligns the City's three-year budget with the priorities and goals of the strategic plan.

Focusing on service excellence means that we will seek out ways to improve how residents and businesses experience our services. The goal is to increase satisfaction with our programs and services while also seeking efficiencies in how services are delivered. This will include identifying opportunities to use technology and apply digital strategies to improve our ability to deliver service excellence cost-effectively.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 16, 2016

Item 1, SP Finance Report No. 3 – Page 4

The Draft 2016 Budget and 2017-18 plan outlined in the attached Draft 2016 Budget Book sets out staff's recommended operating allocations to deliver the City's water, wastewater and stormwater services over the next three years, including additional resource requests.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

The 2016 water and wastewater/stormwater budget supports the Term of Council Priorities, as identified on the Term of Council Service Excellence Strategy Map, by ensuring that the City:

- invest, renew and manage infrastructure and assets
- continue to ensure the safety and well-being of citizens
- continue to cultivate an environmentally sustainable city

Regional Implications

There are no implications however, the Regional purchases for 2016 represents 72% of the City's combined costs.

Conclusion

The combined draft rate increase at 9.82% covers a 9.02% rate increase from the Region of York, which accounts for 72% of the City's expenses.

The 2016 draft water/wastewater/stormwater budgets will generate funds to support water, wastewater and stormwater services and move towards full cost recovery thereby meeting the Safe Drinking Water Act and Sustainable Water and Sewage System requirements.

Based on the draft rate increase for water and wastewater the impact to the ratepayer that consumes 267 cubic metres will be approximately \$88.94 annually or \$7.41 per month.

It is therefore recommended that the City's water rate be increased to \$1.5815 per cubic meter and that the wastewater rate be increased to \$2.1426 per cubic meter both effective April 1, 2016.

Attachments

1. Draft 2016 Budget Book
2. The 2016 Water and Wastewater/Stormwater ARR Staffing Requests
3. 2016 Draft Operating Budget Water and Wastewater Service Charges

Report prepared by:

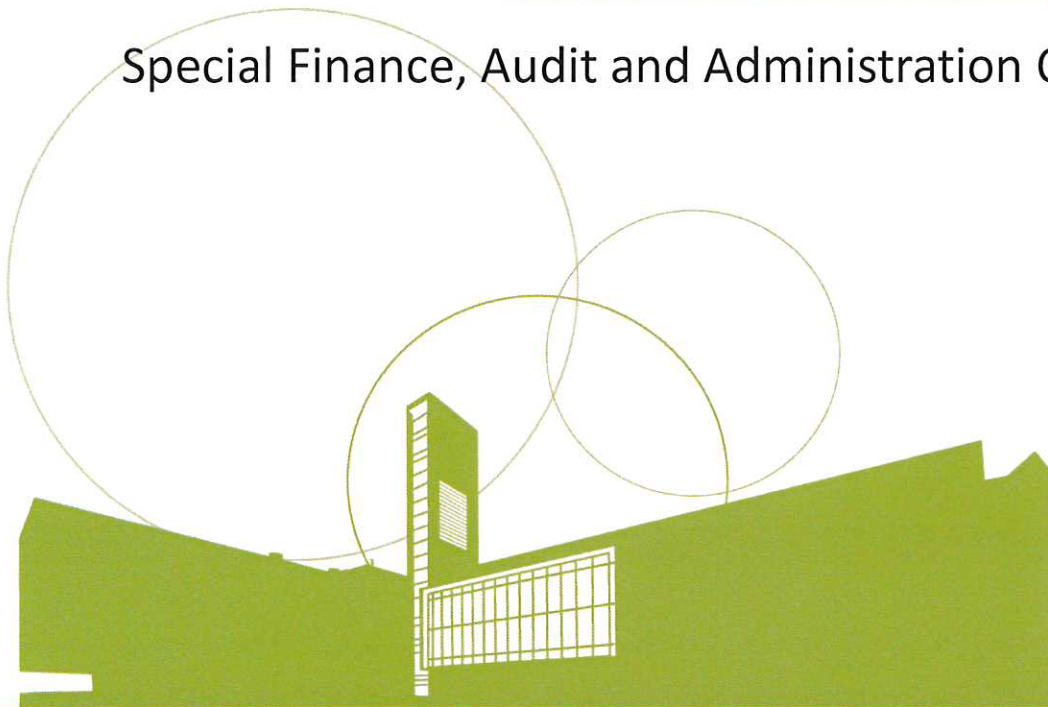
Dean Ferraro CPA, CA, Director of Financial Services/Deputy Treasurer, Ext. 8272
Jennifer Rose, Director of Environmental Services, Ext. 6116
Carey Greenidge, CPA, CMA, Finance Manager, Ext. 8486

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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COMMUNICATION	
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Water/Wastewater/Stormwater 2016 Draft Budget

Special Finance, Audit and Administration Committee - February 2, 2016



Agenda

- Budget Objective
- Legislative Requirements
- Budget Overview
- 2016 Draft Rate
- Questions

Budget Objective

- **To ensure financially viable and sustainable water, wastewater and stormwater services for both the short and long-term**
 - ✓ Safe drinking water
 - ✓ Effective wastewater collection
 - ✓ Stormwater management

Water/Wastewater Legislative Requirements

Legislation	Description
Sustainable Water and Sewage Systems Act	Municipalities must assess the costs of providing water and sewage utilities and prepare a method to finance the full cost of providing these services
Safe Drinking Water Act	Quality management standards and financial plans required – approved by MOECC
Clean Water Act	Stipulates quality and quantity for groundwater and surface water sources

Budget Overview

(\$M)	2015 Actuals/ Forecast	2016 Budget	% of Budget	Change
Region Purchases*	86.0	93.7	73%	7.7
City Expenditures	20.3	20.9	16%	0.6
Reserve Contribution	12.8	16.2	13%	3.4
Other Revenue	(2.1)	(1.9)	-1%	0.2
Rate Requirement	117.0	128.9	100%	11.9

*Bulk water and wastewater treatment costs

Based on the 2016 draft rate, the average household that consumes 267 cubic metres will pay an additional \$88.94 annually or \$7.41 per month

For 2016 the combined draft rate is \$3.7241/m³ representing a 9.82% increase over 2015.

Water Treatment & Water Distribution System Overview

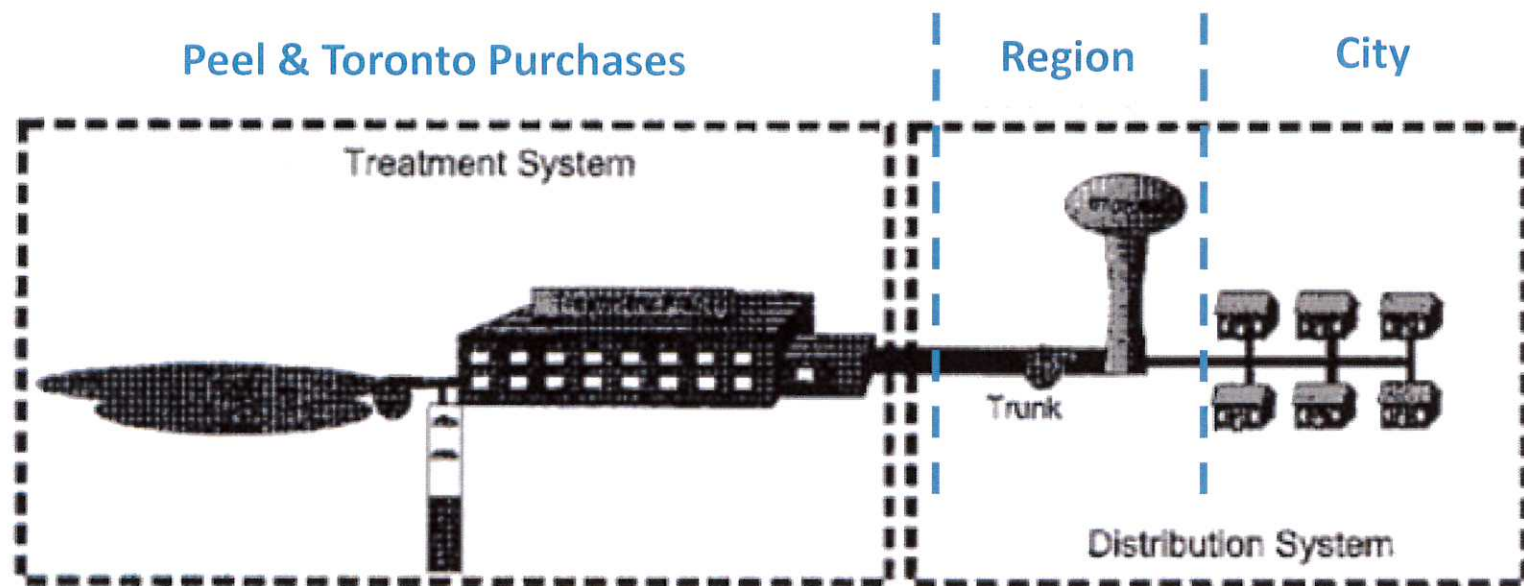
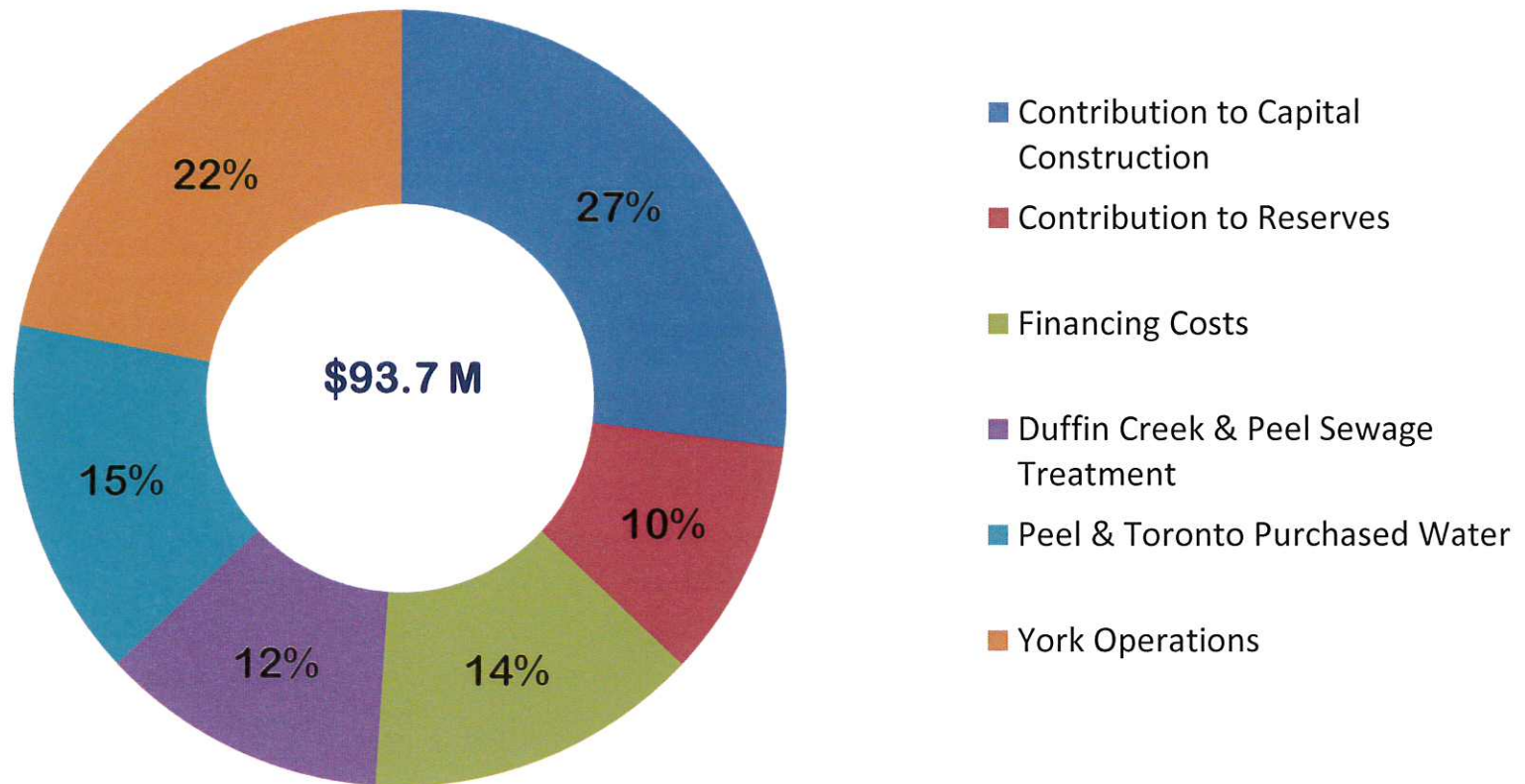


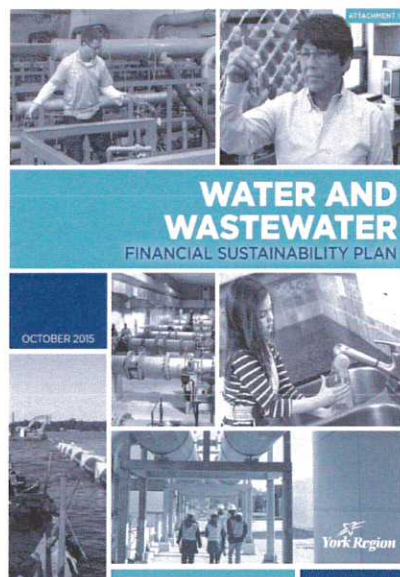
Diagram Source: Ontario Ministry of Environment and Climate Change

2016 Regional Purchases



Percentages based on the Region's approved 2016 budget.

Water and Wastewater Financial Sustainability Plan 2015 – The Regional Municipality of York



OBJECTIVES & PRINCIPLES

Realizing Operational Excellence

Provide clean and safe drinking water to over 1.1 million residents

Keep over \$5.3B of capital infrastructure in good condition

Comply with complex provincial environmental regulations

**EFFECTIVE
DELIVERY OF
WATER AND
WASTEWATER
SERVICES**

Moving Towards Financial Sustainability

Set prices to achieve full cost recovery

Build reserves for future capital rehabilitation and replacement

Establish rate stabilization reserves

- Combined water and wastewater rates from the Region have increased at 10% per year since 2012.
- Based on the Report above, Regional Council has approved combined water and wastewater increases at 9% for 2016 - 2020 and 2.9% for 2021.

City Responsibilities

Water Services

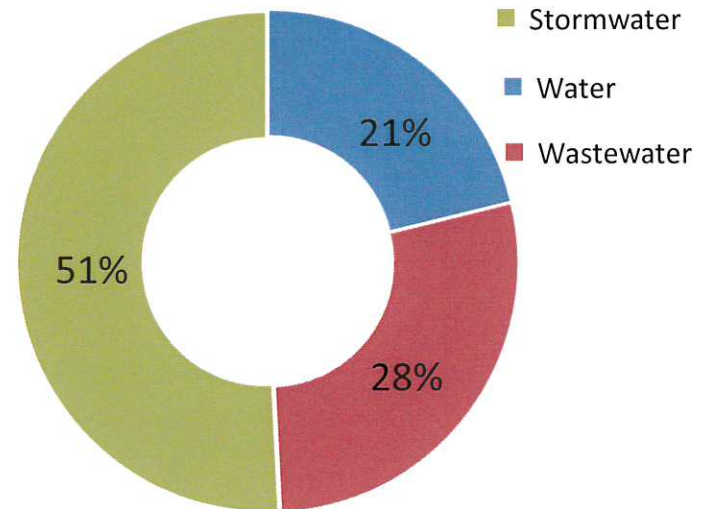
- Provide safe drinking water to the 78,000 residences and 3,100 businesses of Vaughan
- Take approximately 2,000 water samples per year
- Develop a leak detection program to find system efficiencies
- Plan and program capital budget
- Water master planning (DC funded)
- 9,484 Customer Service Calls in 2015

Wastewater/Stormwater Services

- Collect wastewater from 78,000 residences and 3,000 businesses
- Develop an inflow and infiltration program to ensure system efficiency
- Pond cleaning
- Plan and program capital budget
- Wastewater/Stormwater master planning (DC funded)
- 4,661 Customer Service Calls in 2015

Contribution to Reserves

- Replacement value of the City's water, wastewater and stormwater assets is over \$2 billion
- Contributions are to ensure that funding is available when infrastructure renewal is necessary
- Stormwater infrastructure will have the most significant capital replacement requirements. In order to fund the stormwater program , staff will be presenting to Council, in 2016, a stormwater infrastructure funding study

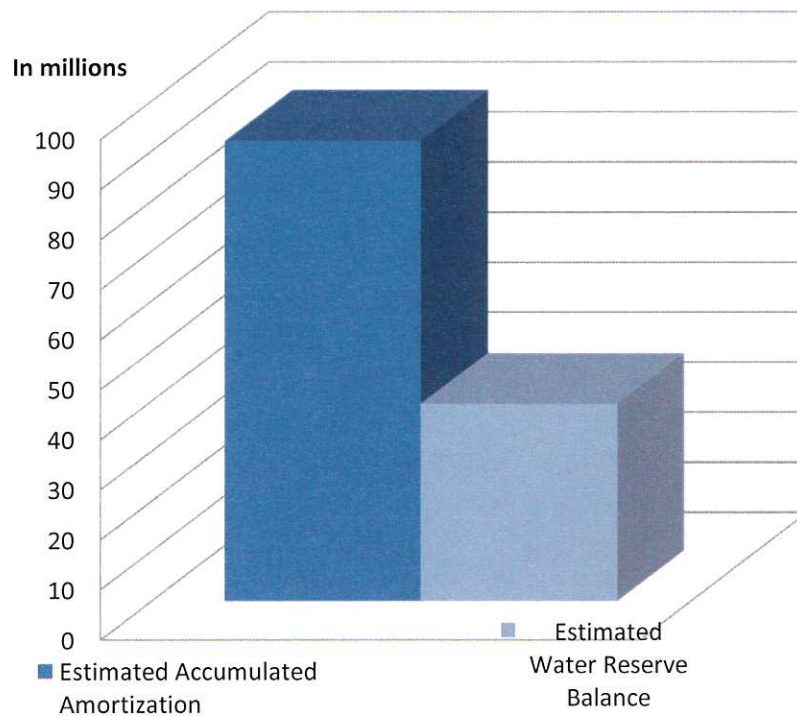


*2014 Corporate Asset Management Strategy

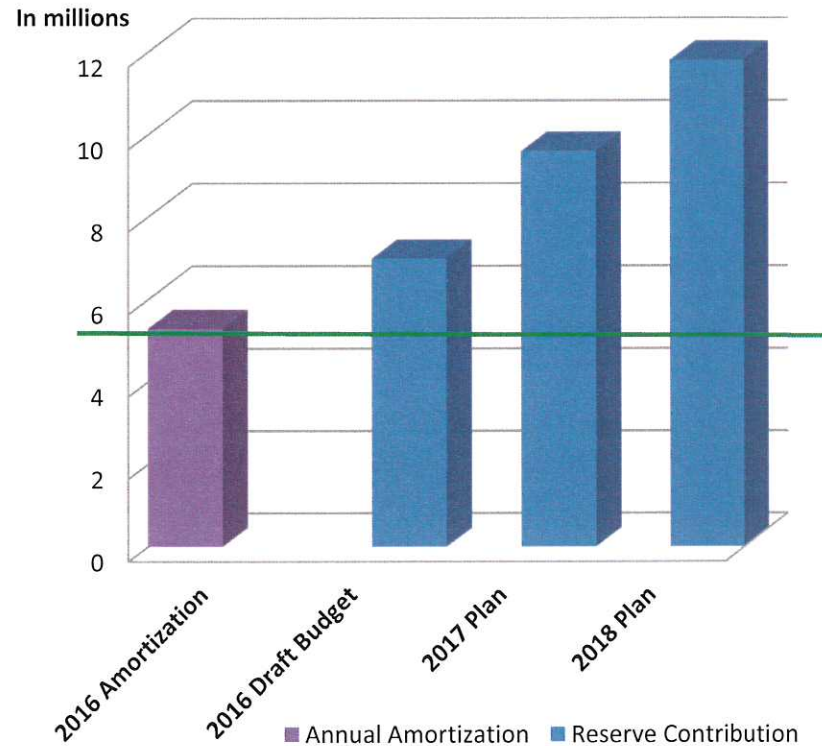
Contribution to Reserves

2016 Water Reserves Contribution Plan

Reserve Balance vs. Accumulated Amortization



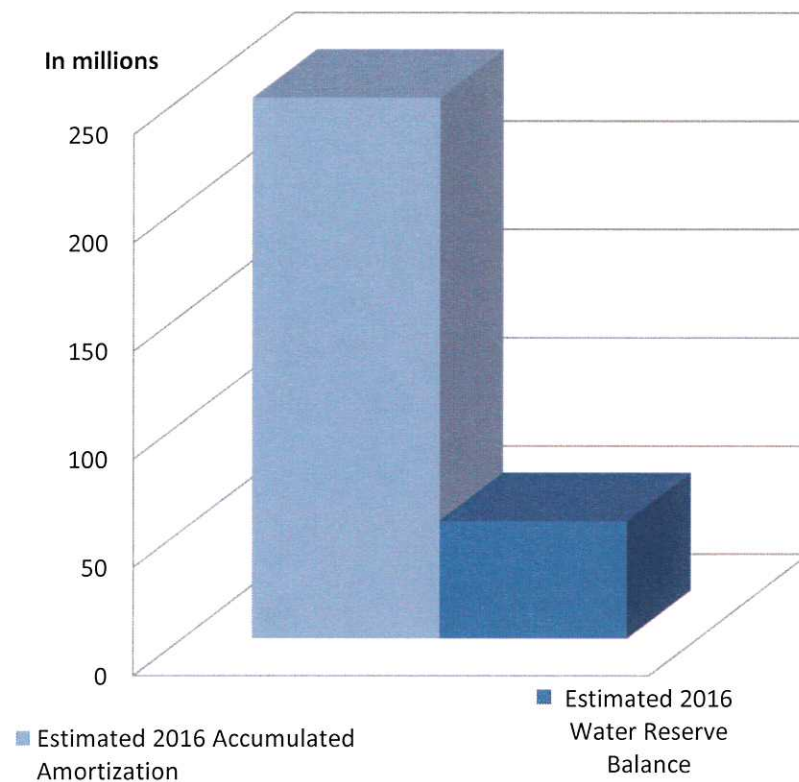
Annual Amortization vs. Reserve Contribution



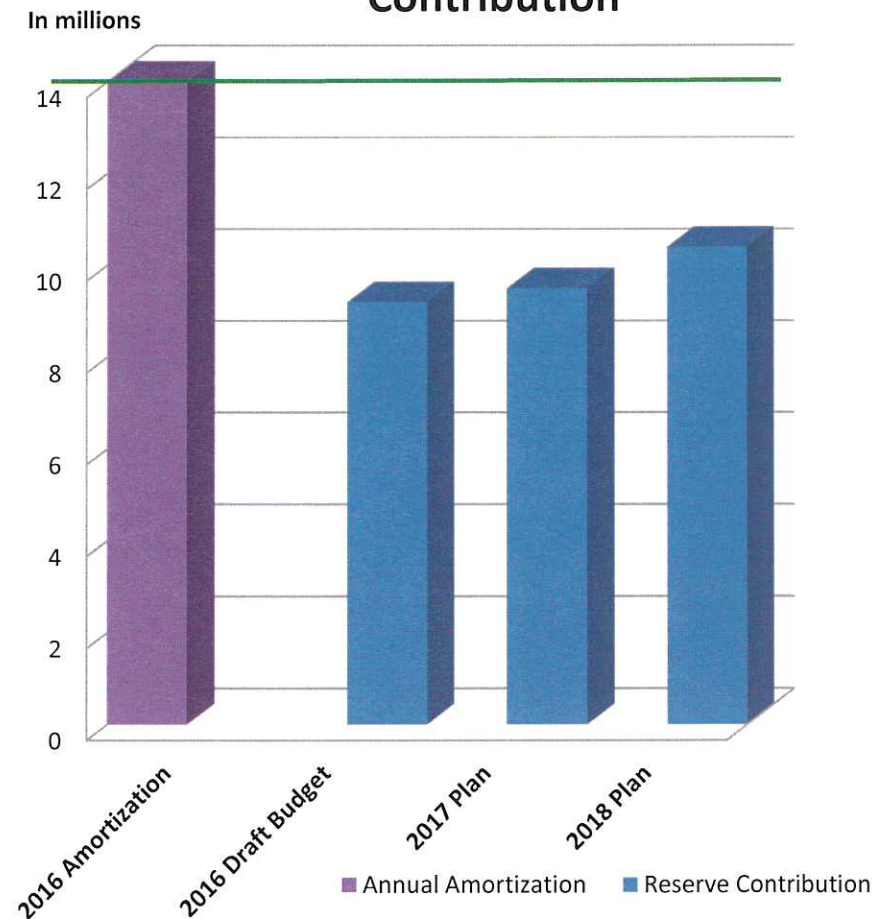
Contribution to Reserves

2016 Wastewater/Stormwater Reserves Contribution Plan

Reserve Balance vs. Accumulated Amortization



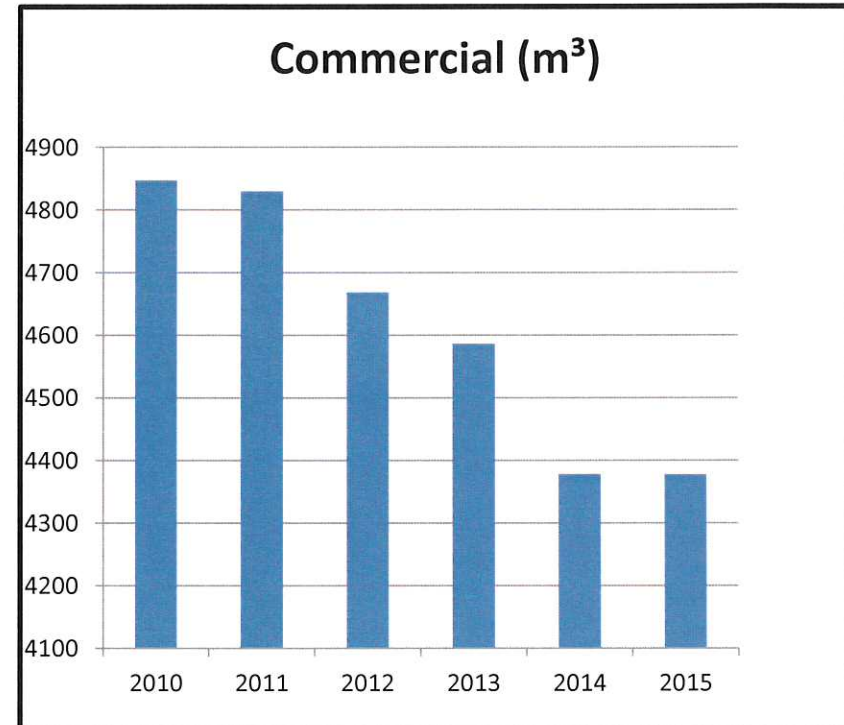
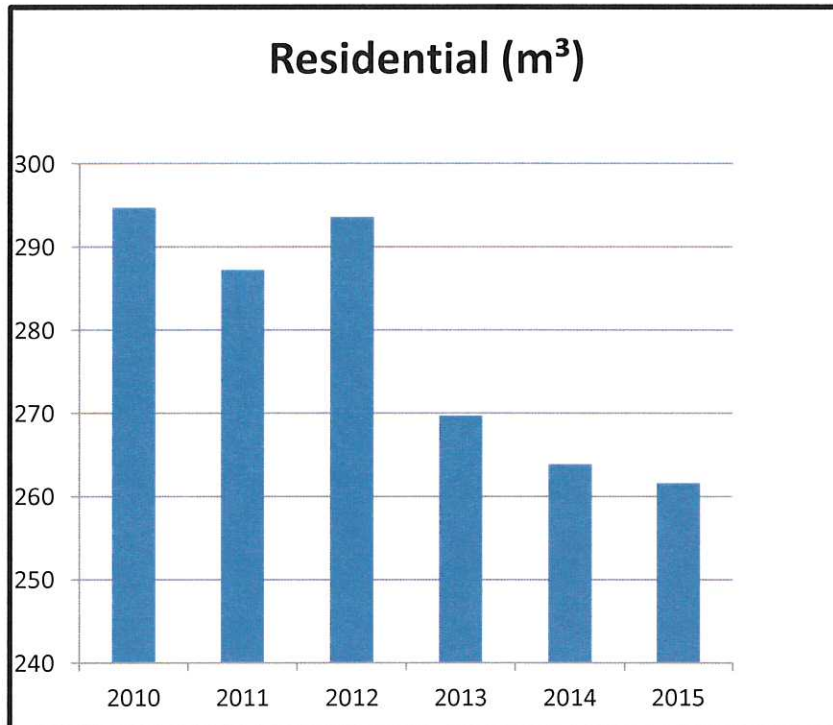
Annual Amortization vs. Reserve Contribution



2016 Draft Rate

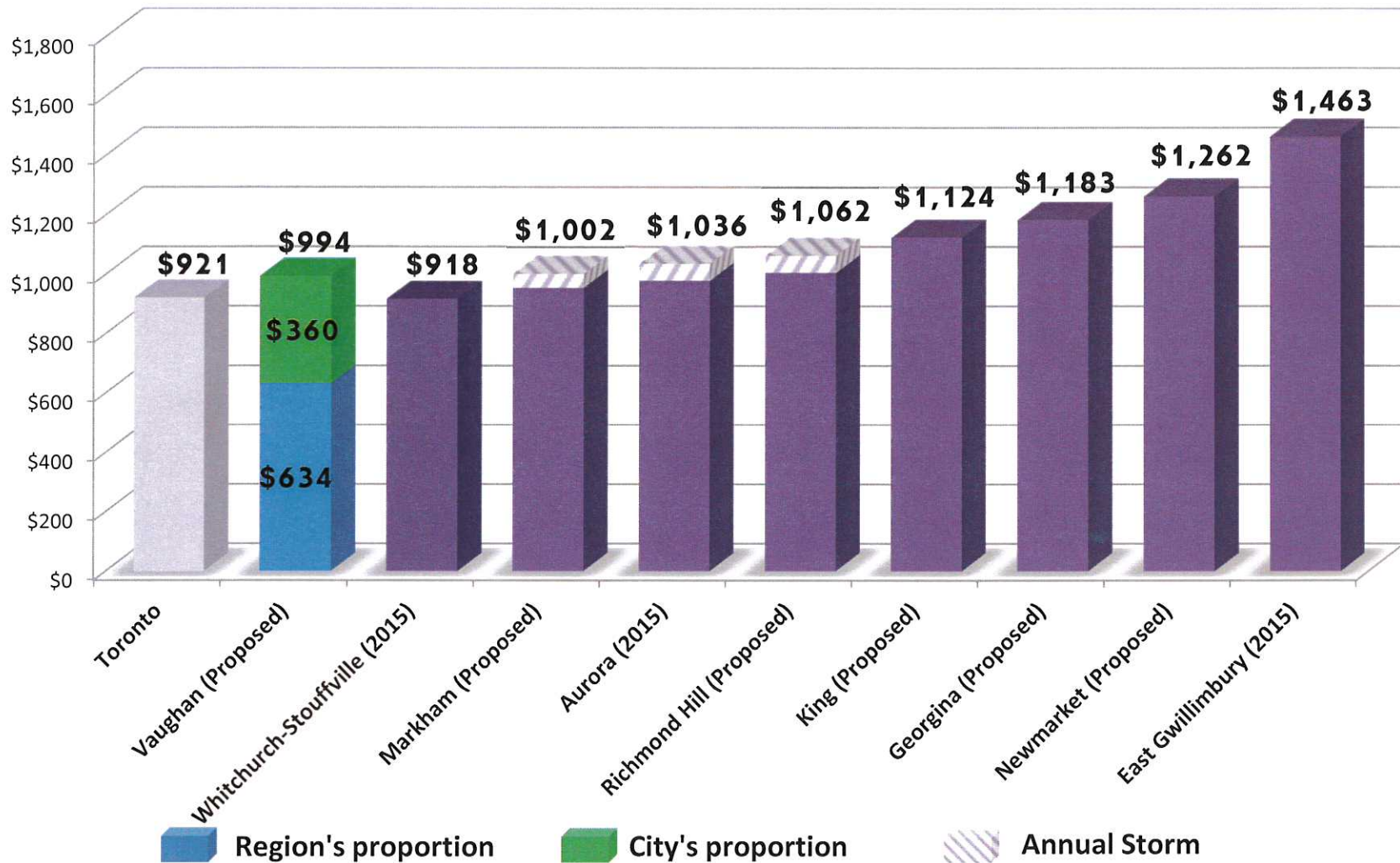
- For 2016 the combined draft rate is \$3.7241/m³ representing a 9.82% increase over 2015.
- This rate allows the City to cover \$128.9 million in purchases, operating and maintenance costs and reserve funding.
- Declining consumption/usage results in an increased cost per cubic metre that the City must charge to residents.
- The increase to the average household that consumes 267 cubic metres will be approximately \$88.94 annually or \$7.41 per month.

Decreasing Water Consumption Per Account



- Consumption/Account has dropped by 11% from 2010 to 2015

Municipal Comparison Annual Cost to the Average Household*



Questions

**2016 DRAFT WATER AND WASTEWATER/STORMWATER OPERATING BUDGETS
AND THE 2017 – 2018 PLAN****Recommendation**

The Chief Financial Officer & City Treasurer, the Deputy City Manager Public Works, the Director of Environmental Services and the Director of Financial Services/Deputy Treasurer recommend:

1. That the draft 2016 budget including rate increases for Water and Wastewater reflecting the Regional Rate increase, City operating and City capital requirements be approved as follows:
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Economic Impact

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Pending Council's approval, the City's rate will be implemented on April 1, 2016.

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Background – Analysis and Options

Regulatory Requirements

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Infrastructure Challenge

As the City moves forward, financial sustainability must continue as one of Vaughan's key priorities. Prudent financial planning requires ongoing contributions to water and wastewater/stormwater reserves to fund repair and replacement infrastructure. The 2016 budget process was focused on maintenance of current infrastructure and increasing reserve contributions. This will position the City to be able to continue to build its reserves to meet future infrastructure needs, while ensuring that the Draft 2016 Budget and 2017-18 Plan would be fully aligned with the priorities and initiatives identified on the Term of Council Service Excellence Strategy Map.

Draft 2016 Budget and 2017-18 Plan

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The Draft 2016 Budget and 2017-18 plan outlined in the attached Draft 2016 Budget Book sets out staff's recommended operating allocations to deliver the City's water, wastewater and stormwater services over the next three years, including additional resource requests.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

The 2016 water and wastewater/stormwater budget supports the Term of Council Priorities, as identified on the Term of Council Service Excellence Strategy Map, by ensuring that the City:

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Regional Implications

There are no implications however, the Regional purchases for 2016 represents 72% of the City's combined costs.

Conclusion

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The 2016 draft water/wastewater/stormwater budgets will generate funds to support water, wastewater and stormwater services and move towards full cost recovery thereby meeting the Safe Drinking Water Act and Sustainable Water and Sewage System requirements.

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Report prepared by:

Dean Ferraro CPA, CA, Director of Financial Services/Deputy Treasurer, Ext. 8272
Jennifer Rose, Director of Environmental Services, Ext. 6116
Carey Greenidge, CPA, CMA, Finance Manager, Ext. 8486

Respectfully submitted,

Laura Mirabella-Siddall, CPA, CA
Chief Financial Officer & City Treasurer

Paul Jankowski, P. Eng.
Deputy City Manager Public Works

Jennifer Rose,
Director of Environmental Services

Dean Ferraro, CPA, CA
Director of Financial Services/Deputy Treasurer

DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Executive Summary

Safe drinking water, effective wastewater collection and stormwater management are cornerstones of a sustainable and healthy community. In order to achieve this, continued infrastructure investment is critical to ensure water, wastewater and stormwater systems are sustainable in the future. This objective is supported by continuing to build City reserves.

The 2016 budgeted rates will generate a total net contribution of \$16.2 million to reserves, providing funds to support and move towards a financially sustainable Water and Wastewater system as required by the Safe Drinking Water Act (SDWA) and Sustainable Water and Sewage Systems Act.

The water and wastewater/stormwater rates also support operating and maintenance activities, including regulatory compliance and the purchase of water and wastewater treatment services from the Region of York.

Additional resource requests include a Procurement Analyst and 2 contract operators, one in water and one in wastewater, to mitigate against a large number of retirements at the front line operator level occurring in the next 3 years.

The combined City of Vaughan 2016 rate increase for Water and Wastewater/Stormwater is \$0.3331 per cubic meter or 9.8%. This results in a new rate of \$3.7241 per cubic meter.

The majority of the City's Water and Wastewater costs are from the Region. Price increases of 2.5% for Water and 13.9% for Wastewater, for a combined increase of 9.02%, were approved for 2016 by the Region.

Based on the rate increase for water and wastewater, the impact to the ratepayer that consumes 267 cubic metres will be approximately \$88.94 annually or \$7.41 per month.

The 2016 water and wastewater/stormwater budget supports the Term of Council Priorities, as identified on the Term of Council Service Excellence Strategy Map, by ensuring that the City:

- ❖ invest, renew and manage infrastructure and assets
- ❖ continue to ensure the safety and well-being of citizens
- ❖ continue to cultivate an environmentally sustainable city

Wastewater and Stormwater budgets

In the past and currently, stormwater services are funded from the wastewater rate, gas tax and the tax levy. Within this report, wastewater and stormwater are budgeted together in 2016. However, in early 2016 a stormwater rate study will be presented to Council for approval. If the study and recommendations are approved by Council for a 2017 stormwater rate implementation, the wastewater and stormwater budgets will be separated in 2017. To that end, the proposed plans for 2017 and 2018 for wastewater and stormwater have been presented separately.

DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Background

Water, wastewater and stormwater are regulated services and must meet legislated requirements of the Safe Drinking Water Act and the Sustainable Water and Sewage Systems Act.

The Safe Drinking Water Act

The SDWA expands on existing policy and practices and introduces new regulations to protect drinking water. It includes certification of drinking water system operators and analysts and puts in place certain financial reporting requirements and the need for municipalities to develop financially sustainable water treatment and distribution systems.

The Act's purpose is to protect human health through the control and regulation of drinking water systems and drinking water testing.

The City has a financially viable and sustainable drinking water financial plan that meets the needs of Ontario regulation 453/07 as noted in the "Six Year Water Financial Plan (2014-2019)" presented to Council on December 2, 2013.

The Sustainable Water and Sewage Systems Act

The Sustainable Water and Sewage Systems Act requires municipalities to assess the costs of providing water and sewage utilities and to prepare a method to finance the full cost of providing these services.

The upcoming budget year plan must cover the cost of purchasing water and wastewater services from the Region, the City's operational costs and contributions to reserves. The six-year financial plan is regulated by legislation and considers future operating and capital programs. The long-term plan must also consider long-term financial needs with respect to repairing and replacing infrastructure.

The Draft 2016 budget was developed by identifying expenses (Region purchases, City operating costs and contributions to reserves), examining revenue (through the analysis of water consumption patterns and projected revenue associated with the sales) and rate generation.

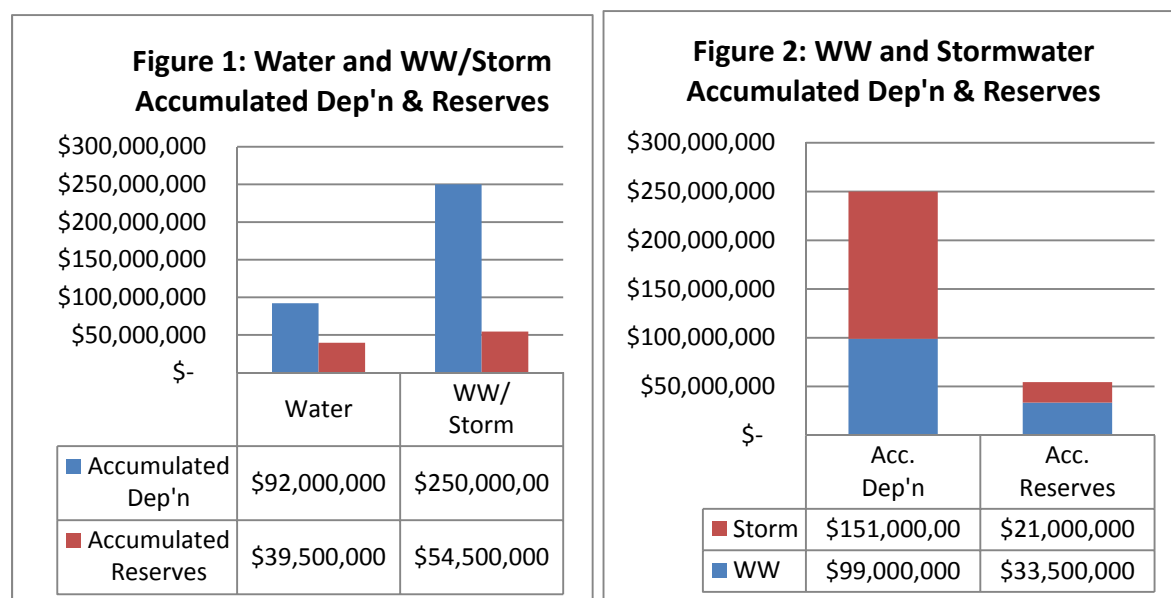
DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Infrastructure Funding – Meeting the Challenge

Prudent financial planning requires ongoing contributions to water and wastewater/stormwater reserves to fund repair and replacement infrastructure. Using annual depreciation as a basis for reserve funding is a best practice according to the National Guide to Sustainable Municipal Infrastructure. “It is best practice to use the funds generated from depreciation charges on infrastructure investments to finance past, current or future infrastructure investments.”¹

Long term financial planning requires that the City address accumulated depreciation and asset management requirements. The following table illustrates the City’s water and wastewater assets accumulated depreciation and the accumulated reserves which are used to replace future water and wastewater/stormwater infrastructure needs. Accumulated depreciation is the total depreciation of the City’s assets since they were built. Another aspect of prudent financial planning is to save enough money in the City’s reserves to cover the value of the accumulated depreciation.

Figure 1 depicts wastewater and stormwater combined, whereas Figure 2 depicts the individual amounts for wastewater and stormwater. As can be seen, the discrepancy between the accumulated stormwater reserves and depreciation is of a greater magnitude. This will be addressed in an upcoming stormwater rate study that will be presented to Council in 2016.



Contributing at a rate which will cover the City’s accumulated depreciation will also move the City towards meeting long term asset management requirements.

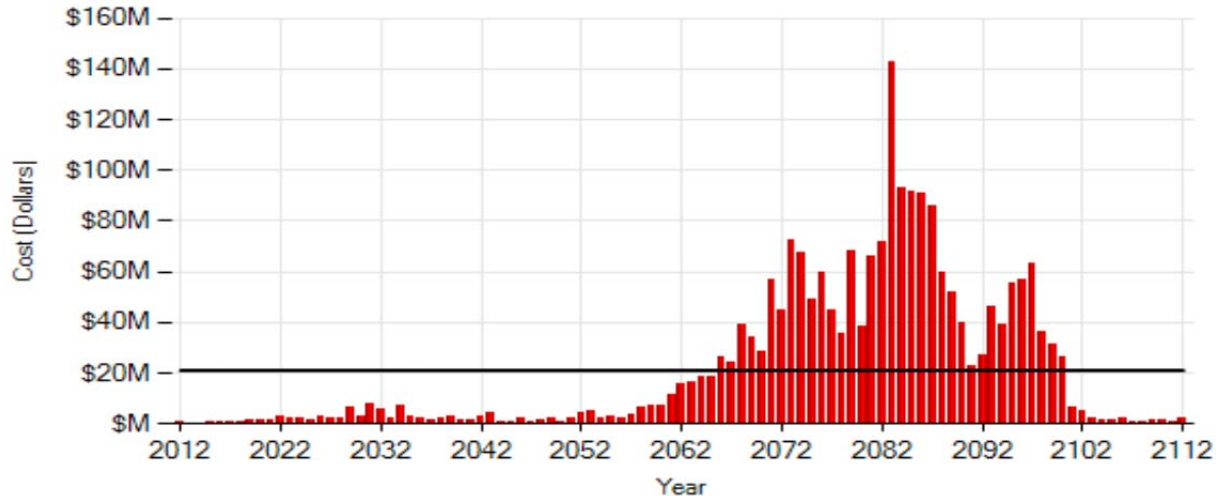
¹ Water and Sewer Rates: Full Cost Recovery, National Guide to Sustainable Municipal Infrastructure

DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Water

The Corporate Asset Management Strategy (2014) identified water infrastructure needs starting in 2030, with approximately \$10 million identified, with significant water infrastructure needs identified in the 2070's and 2080's at approximately \$70 million and \$140 million, respectively as shown in the graph below:

Future Investment, Water Services, (2012\$)

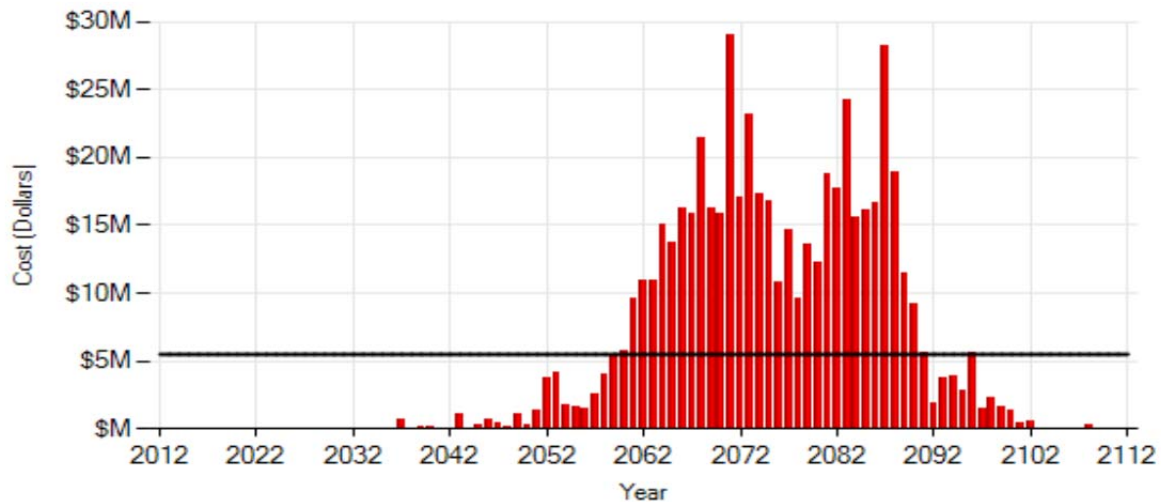


DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Wastewater

The Corporate Asset Management Strategy (2014) identified wastewater infrastructure needs starting in 2060, with approximately \$5 million identified, with significant wastewater infrastructure needs identified in the 2070's and 2080's at approximately \$29 million and \$28 million, respectively as shown in the graph below:

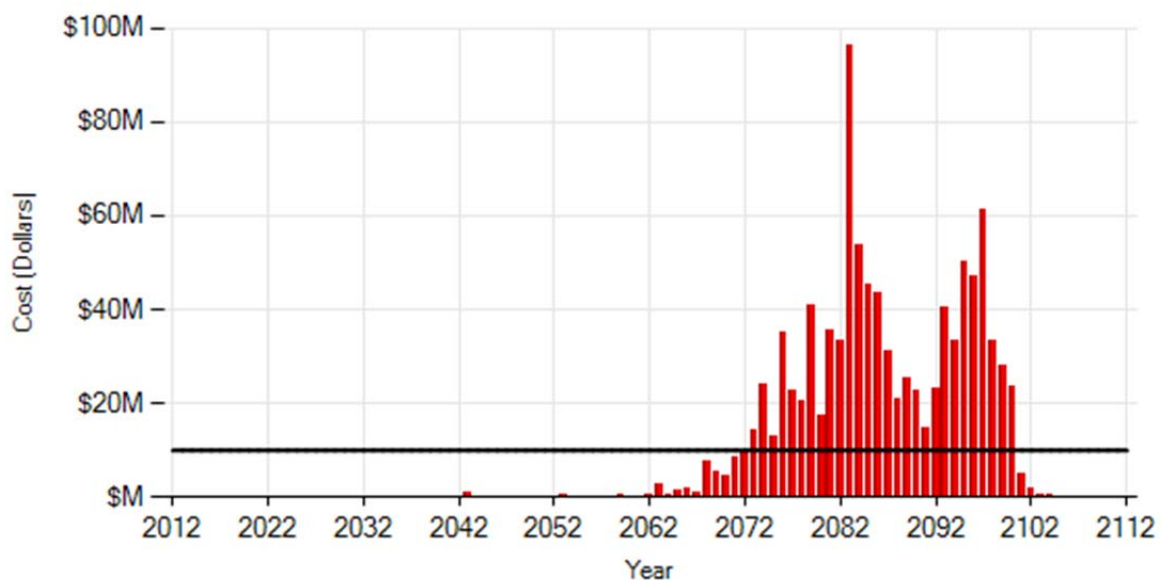
Future Investment, Wastewater Services, (2012\$)



Stormwater

The Corporate Asset Management Strategy (2014) identified stormwater infrastructure needs starting in 2072, with approximately \$10 million identified, with significant stormwater infrastructure needs identified in the 2080's at approximately \$98 million as shown in the graph below:

Future Investment, Stormwater Services, (2012\$)



DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

The Stormwater Infrastructure Funding Study examined capital needs already identified, which were not included in the Corporate Asset Management Strategy. These capital needs are significant and will be added to the asset management program as the program matures.

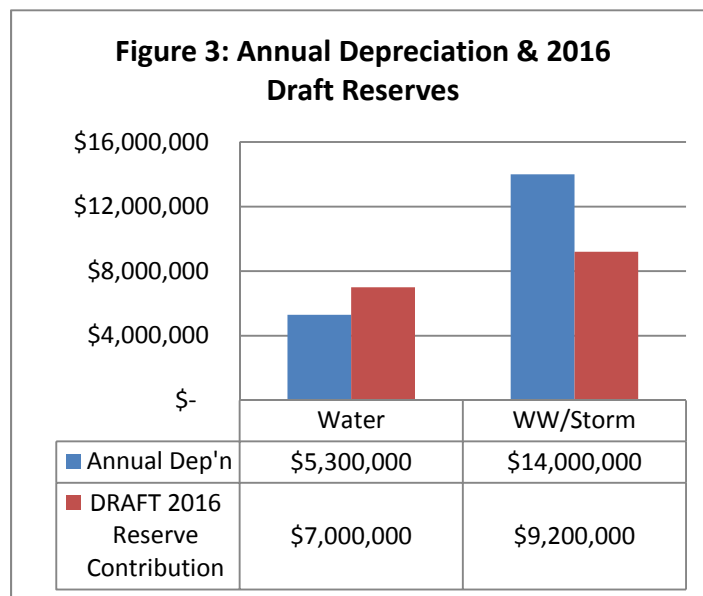
The city is continuing to update its asset data and will be formulating an integrated asset management funding strategy, and the water and wastewater/stormwater plans will be refined accordingly. Stormwater data will be incorporated in the current infrastructure funding study which will be presented to Council in 2016.

Meeting Future Infrastructure Needs

In order to address the accumulated depreciation to reserve deficit, the City needs to continue to increase its annual reserve contributions in order to exceed annual depreciation charges.

Prior annual reserve contributions have been less than annual depreciation thus requiring higher than depreciation contributions going forward. Further, depreciation uses historical dollars but future replacement typically costs more than the original investment.

The following table illustrates annual depreciation of water and wastewater/stormwater assets.



Water

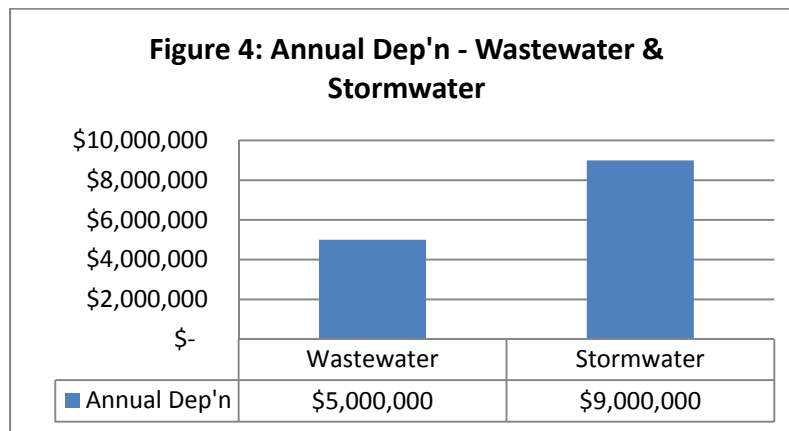
The City of Vaughan has invested \$420 million (replacement value, Corporate Asset Management Strategy, 2014) into its water infrastructure. The water infrastructure is depreciating by \$5.3 million per year. To cover the annual depreciation, the City needs to add at least \$5.3 million to the water reserves. The 2016 budget will be adding \$7.0 million to the reserves in 2016. This will not only cover the annual depreciation but start to address future capital needs.

To meet the requirements of the Safe Drinking Water Act, the rate increase of approximately 12% and 9% in 2017 and 2018 respectively, will provide \$9.6 million and \$11.8 million to the reserves.

DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Wastewater

The City of Vaughan has invested \$553 million (replacement value, Corporate Asset Management Strategy, 2014) into its wastewater infrastructure. The wastewater infrastructure is depreciating by \$14.0 million per year. To cover the annual depreciation, we need to add at least \$14.0 million to the wastewater reserves. The 2016 budget will be adding \$9.2 million to the reserves in 2016. This will not cover the annual depreciation for 2016. As can be seen in Figure 2 and 4, the majority of the depreciation is from stormwater. A stormwater rate study will be presented to Council in 2016 to address this issue.



To meet the requirements of the Sustainable Water and Sewage Systems Act, the planned rate increases must continue in order to move the City into a position of being able to exceed its annual depreciation expense in order to build its reserves to meet future infrastructure needs. In summary, the planned 2016 water reserve contribution will exceed annual water depreciation value. The wastewater/stormwater reserve contribution will not meet this in 2016, however, the projected contribution rate increases and a fully implemented stormwater rate will ensure annual wastewater and stormwater depreciation is exceeded in future years. Exceeding the annual depreciation charges is vital to ensuring the City meets its long term financial requirements.

DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Water

Overview

The 2016 budget increase for water is 7%.

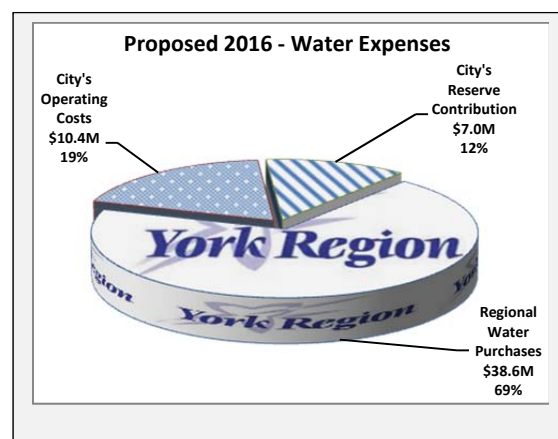
Bulk water purchase costs represent approximately 69% of the City's costs annually and therefore are a critical rate driver.

Included in the bulk water purchased from the Region is the unmetered (non-revenue) water consumption. The 2016 budget for unmetered water is at 13% maintaining the same level as in the past few years.

The non-revenue water (NRW) can be broken down as:

- ❖ apparent losses – customer meter degradation
- ❖ real losses – leakage on mains, service connections
- ❖ unbilled consumption – fire suppression, main flushing and maintenance

In an attempt to minimize NRW, the City, in partnership with York Region, will be undertaking a leak detection program. This program will help to further identify potential sources of water loss in underground infrastructure.



PROPOSED Budget Summary

(\$M)	2016 Budget	2017 Plan	2018 Plan
Revenue	54.8	62.0	69.2
Purchases	38.5	43.1	48.0
Gross Margin	16.3	18.9	21.2
Other Revenue	1.1	1.2	1.3
Expenditures			
Maintenance & Installation	6.2	6.4	6.5
General Administration	2.5	2.6	2.6
Other	1.7	1.5	1.6
Total	10.4	10.5	10.7
PROPOSED Lifecycle Contribution - Reserve	7.0	9.6	11.8

The 2016 rate for water provided by the Region is 2.5%. The anticipated annual increase in the Region's bulk water costs for 2017 and 2018 is 11.7% and 8.8% respectively. The Region's forecasted rate has been incorporated into the City's forecasted rate.

Recent Accomplishments

- Re-organization of Water Division includes an operational program planning section to lead leak detection and non-revenue water studies
- Increased focus on operational maintenance programs has led to more comprehensive budget planning

DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Key Commitments

- Non-revenue water investigation and mitigation
- Leak detection studies in conjunction with Region of York
- Water meter replacement programs for residential and industrial, commercial and institutional
- Update Water By-law

New Requests: For 2016 new resource requests were submitted for an additional Procurement Analyst to assist in operating contracts and leak detection, inflow and infiltration studies and water and wastewater capital projects. One contract operator position has also been submitted to assist with succession planning. At least one quarter of the front line workforce can retire in the next 3 years and in order to have at least a Level 1 operator, it is proposed to have people ready and trained to take on full water operator roles when necessary.

New Requests	Full Time Equivalent
Procurement Analyst	0.50
Contract Water Operator	1.00
Total	1.50

Change:

- ❖ Revenue is planned to increase 12% and 9% for 2017 and 2018 respectively.
- ❖ Purchases - Region water costs are increasing at 11.7% and 8.8%.
- ❖ The change in Expenditures is mainly due to staff requests noted above, contract increases and corporate reallocations.
- ❖ Other - Debenture payments cease in 2017.

(\$M)	2015 Actuals/ Forecast	2016 Budget	2017 Plan	2018 Plan
Revenue		3.2	7.2	7.2
Purchases		1.2	4.6	4.9
Gross Margin		2.0	2.6	2.3
Other Revenue		0.0	0.1	0.1
Expenditures				
Maintenance & Installation		0.3	0.2	0.1
General Administration		0.2	0.1	0.0
Other		0.1	-0.2	0.1
Total		0.6	0.1	0.2
PROPOSED Lifecycle Contribution - Reserve	*** 5.6	1.4	2.6	2.2

*** 2015 Actuals/Forecast closing balance.

DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

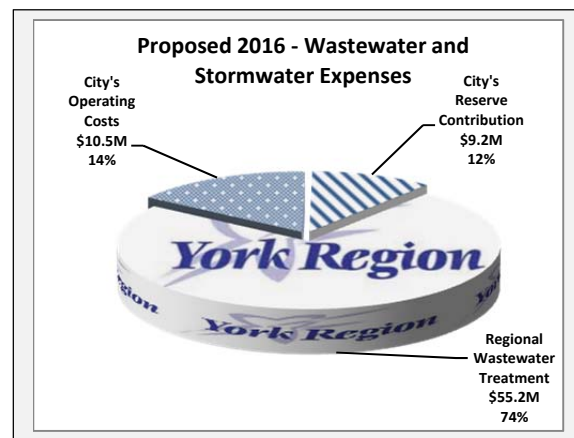
Wastewater/Stormwater*

Overview

The 2016 budget increase for wastewater is 12%.

The City pays the Region to convey and treat the City's wastewater. These conveyance and treatment costs represent approximately 74% of the City's costs annually and therefore are a critical rate driver. The 2016 rate for water provided by the Region is 13.9%.

The anticipated annual increase in the Region's wastewater service costs for the period of 2017 to 2018 is 7.2 and 9.2% respectively. The Region's forecasted rate has been incorporated into the City's forecasted rate.



PROPOSED Budget Summary

(\$M)	2016** Budget	2017* Plan	2018* Plan
Revenue	74.1	75.6	82.3
Purchases	55.2	62.9	69.6
Gross Margin	18.9	12.7	12.7
Other Revenue	0.8	0.5	0.6
Expenditures			
Maintenance & Installation	7.3	3.4	3.4
General Administration	1.7	1.8	1.8
Other	1.5	1.4	1.4
Total	10.5	6.6	6.6
PROPOSED Lifecycle Contribution - Reserve	9.2	6.6	6.7

**In the Proposed 2016 budget wastewater & stormwater are budgeted together.

*In 2016, a stormwater rate study will be presented to Council. If approved by Council, then stormwater & wastewater will be budgeted separately. The separated 2017 & 2018 wastewater plans would be approximately as noted.

Recent Accomplishments

- Re-organization of Wastewater Division includes an operational program planning section to lead inflow and infiltration studies, contributing to Region of York commitments to the Ministry of Environment and Climate Change
- Increased focus on operational maintenance programs has led to more comprehensive budget planning
- Condition assessment of pipes and manholes contributes to corporate asset management program
- Completion of stormwater Infrastructure Funding Study and recommendations included in proposed 2017 wastewater and stormwater budgets

DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Key Commitments

- Inflow and Infiltration investigation and mitigation
- Condition assessment of pump stations
- Update Sewer-Use By-law and enforce in partnership with Region of York

Ministry of Environment and Climate Change

New Requests: For 2016 new resource requests were submitted for an additional Procurement Analyst to assist in operating contracts and leak detection, inflow and infiltration studies and water and wastewater capital projects. One contract operator position has also been submitted to assist with succession planning. At least one quarter of the front line workforce can retire in the next 3 years and in order to have at least a Level 1 operator, it is proposed to have people ready and trained to take on full wastewater operator roles when necessary.

New Requests	Full Time Equivalent
Procurement Analyst	0.50
Contract Wastewater/Stormwater Operator	1.00
Total	1.50

Change:

- ❖ Revenue is planned to increase 8% in 2017 which is offset by the splitting off of the stormwater revenue* with the net impact being a 2% decline in 2017 in the wastewater rate. Revenue is planned to increase 11% in 2018.
- ❖ Purchases - Region treatment costs are increasing at 7.2% and 9.2%
- ❖ The change in Expenditures is largely due staff requests noted above and contract increases which are offset due to presenting stormwater separately* for 2017 and 2018.

(\$M)	2015 Actuals/ Forecast	2016 Budget	2017 Plan	2018 Plan
Revenue		8.7	1.5	6.7
Purchases		6.5	7.7	6.7
Gross Margin		2.2	-6.2	0.0
Other Revenue		-0.2	-0.3	0.1
Expenditures				
Maintenance & Installation		-0.1	-3.9	0.0
General Administration		0.2	0.1	0.0
Other		-0.1	-0.1	0.0
Total		0.0	-3.9	0.0
PROPOSED Lifecycle Contribution - Reserve	*** 7.2	2.0	-2.6	0.1

*** 2015 Actuals/Forecast closing balance.

DRAFT Water & Wastewater/Stormwater 2016 Budget 2017-18 Plan

Stormwater

Overview

In 2016 a stormwater rate study will be presented to Council in order to address a stormwater operating and maintenance program, designed to mitigate the effects of flooding and the significant infrastructure challenges facing the City. A high-level preliminary plan of the revenue and operating expenses is presented below.

PROPOSED Plan Summary

(\$M)	2017* Plan	2018* Plan
Revenue	8.9	10.0
Gross Margin	8.9	10.0
Other Revenue	0.2	0.2
Expenditures		
Maintenance & Installation	6.2	6.5
Total	6.2	6.5
PROPOSED Lifecycle Contribution - Reserve	2.9	3.7

In the Proposed 2016 budget wastewater & stormwater are budgeted together.

*In 2016, a stormwater rate study will be presented to Council. If approved by Council, then stormwater & wastewater will be budgeted separately. The separated 2017 & 2018 stormwater plans would be approximately as noted.

Change*

(\$M)	2017 Plan	2018 Plan
Revenue		1.1
Gross Margin		1.1
Other Revenue		0.0
Expenditures		
Maintenance & Installation		0.3
Total		0.3
PROPOSED Lifecycle Contribution - Reserve	***2.9	0.8

*** 2017 Plan closing balance.

CITY OF VAUGHAN
2016-2019 OPERATING BUDGET

ADDITIONAL RESOURCE REQUEST

Request Title	Contract Water operator		
Business Unit #	350001/236000	#N/A	
		#N/A	
Related Program			
Program Classification			

Annual Budget Change Summary

Financial Components	2016	2017	2018	2019	2016-2019 Sub-total	2020 (One Time. Adj.)	2016-2020 Sub-total
Staffing							
Complements	1.00	-	-	-	1.00	-	1.00
Net FTE's	1.00	-	-	-	1.00	-	1.00
Operating Revenue	-	-	-	-	-	-	-
Operating Costs							
Staffing & Benefits	62,076	-	-	-	62,076	-	62,076
Other continuous costs	1,400	-	-	-	1,400	-	1,400
One-time expenses	475	(475)	-	-	-	-	-
Offsets/reductions	-	-	-	-	-	-	-
Net Operating Budget	\$ 63,951	\$ (475)	\$ -	\$ -	\$ 63,476	\$ -	\$ 63,476
Associated Capital Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1A) Request Description: Please provide a brief description of the request.

Please check one: ☒ Departmental ☐ Corporate

Three of the seventeen operators in the Environmental Services Water team are eligible to retire within the next 24 months. In order to maintain the staff complement necessary to effectively operate the water system an contract operator is proposed. This individual will gain valuable experience on processes, systems, and procedures from senior operations staff that will be instrumental to this individual's development.

1B) If this request is part of a project with multiple milestones then please fill in the following table:

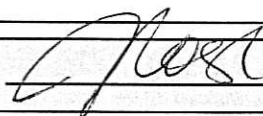
Milestones or Deliverables	Timelines	Comments

1C) Impact on other departments (cost/time/benefit):

Department Impacted	Describe Impact (Cost/time/benefit)	Were they Consulted?
Human Resources	HR partner and Learning and Development will be involved in providing support as the individual acquires the skill sets to be an effective member of the water services team.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Other comments:

SENIOR MANAGEMENT TEAM APPROVAL:



Date: Oct 12 / 16

Budget Staff
Use Only

☐ 1st Submission
☐ Previously Recognized

Submitted for year:

Recognized for year:

Request Title	Contract Water operator					
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2) Relationship to Vaughan Vision 2020 - Goals / Objectives / Initiatives

A) Identify the specific initiative on the Vaughan Vision 2020 initiative list this resource request supports (new or implementation of): Choose an Initiative from the drop down list and then choose the relationship with the initiative in the Green cell using the drop down provided.

Theme	Goal	Initiative (Use drop down list)	Ref #	Date	Priority	Request/Initiative Relationship (choose 1)
Staff Goals	Support the Professional Development of Staff	Identify, develop and implement a leadership development program (internal succession planning)	9	Q4/15	Medium	General Correlation

B) Describe and clearly demonstrate how the request links to the Vaughan Vision 2020:

Continuous Improvement of Service Delivery- Proactively taking steps to maintain and enhance service delivery as new staff learn from experienced staff about to retire. Staff excellence -investing in people. Ensure a clear path for staff to attain the skills they need to succeed in delivering services to the residents of Vaughan.

3) Related Performance Indicators & Business Plan Link

Please provide information on top 3 performance measures:

	Name/description of service level target:	Target Level	Current Level	Level w/ ARR
1)	Service quality-% response time for spill clean-up within established	100	100	100
2)				
3)				

Describe how this request relates to Departmental Business Plan:

Departmental business plan objectives such as addressing citizen and business focused wastewater service deliver as well as ensuring comprehensive business and operational effectiveness for wastewater service delivery will be addressed by implementing this service request.

4) Value Proposition

Please detail both qualitative and quantitative benefits of the request

Qualitative: Please select up to 2 actions which best describe this request

Primary Secondary

Briefly explain how this request helps achieve the actions selected above. How does this request make a difference in these areas? Can improvements be defined (i.e. surveys, measures, etc.)?

This is a service-related initiative to respond to the increase in water infrastructure within the City. With a large number of staff set to retire in the next short while, the service levels must be maintained once these staff leave the organization. Bringing staff into the organization to build capacity sends a strong signal to existing staff within the team that there is a commitment to proactively address workload issues, ensure a high performing organization and implement continuous improvement opportunities.

Quantitative: Please provide explanation of how this request improves efficiency. Note that performance measures are captured in section 3. This section is for efficiency improvements.

Year	Type	Change/Saving	Units	Detail of Cost Reductions/Budget Savings	Incl. in offsets (Section #9)?
2016	Output/Service Quantity	16	hours	Onboarding of new water staff will be significantly reduced if they are a product of the interim operator initiative	No

5) Alternatives

Are there alternatives or options? Please explain what they are and why they are not the primary approach.

Request Title	Contract Water operator
6) Implications/Consequences (if request not approved)	
A) Please check off how the request relates to the following:	
<i>Legislative/Regulatory Requirement due to Law, Regulation, or Act. (NOTE: A By-Law is not a legal requirement)</i>	
1) Is there a federal or provincial statute or regulation which makes implementation of this request mandatory? If yes, specify which statute/regulation and relevant section(s) and if there is a due date for implementation. If no, skip to question 2. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>	
2) If no to question #1, is there a federal or provincial statute or regulation which is related to this request? If yes, specify which statute/regulation and relevant section(s) and indicate how it is related. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Operators of water distribution systems require a license to work in the Province of Ontario as per O. Reg 128/04. The license requires that operators have the required knowledge, experience, and training to perform their duties. The regulation sets out minimum training requirements and requires operators in training to have direct supervision before performing work on the system. </div>	
3) What are the consequences of non-compliance? Specify if there is a fine or other penalty and the amount. <div style="display: flex; align-items: flex-start; margin-top: 5px;"> <div style="flex: 1;"> <input type="radio"/> None <input type="radio"/> Little consequence of non compliance <input checked="" type="radio"/> Significant external repercussion/penalty </div> <div style="flex: 2; border: 1px solid black; padding: 2px; margin-left: 10px;"> Fines up to \$ 100k for non-compliance </div> </div>	
4) Current status of compliance: <div style="border: 1px solid black; padding: 2px; margin-left: 10px; width: 150px; text-align: center;"> In compliance </div>	
Risk Management (To move within the range, click on indicator and slide it with your mouse or click on arrows at the end of the scale)	
Probability of Litigation <div style="border: 1px solid black; height: 20px; margin: 5px 0; position: relative;"> <div style="position: absolute; left: 0; top: -10px; font-size: 8px;">None</div> <div style="position: absolute; left: 20%; top: -10px; font-size: 8px;">Low</div> <div style="position: absolute; left: 40%; top: -10px; font-size: 8px;">Medium</div> <div style="position: absolute; left: 60%; top: -10px; font-size: 8px;">High</div> </div> Financial Impact <div style="border: 1px solid black; height: 20px; margin: 5px 0; position: relative;"> <div style="position: absolute; left: 0; top: -10px; font-size: 8px;">\$0</div> <div style="position: absolute; left: 20%; top: -10px; font-size: 8px;">\$10,000</div> <div style="position: absolute; left: 40%; top: -10px; font-size: 8px;">\$100,000</div> <div style="position: absolute; left: 60%; top: -10px; font-size: 8px;">\$1,000,000</div> <div style="position: absolute; left: 80%; top: -10px; font-size: 8px;">> \$10,000,000</div> </div> Health and Safety Risk (click on the word) <input type="radio"/> None <input type="radio"/> Internal <input checked="" type="radio"/> External <input type="radio"/> Both Probability of Health & Safety Issue <div style="border: 1px solid black; height: 20px; margin: 5px 0; position: relative;"> <div style="position: absolute; left: 0; top: -10px; font-size: 8px;">None</div> <div style="position: absolute; left: 20%; top: -10px; font-size: 8px;">Low</div> <div style="position: absolute; left: 40%; top: -10px; font-size: 8px;">Medium</div> <div style="position: absolute; left: 60%; top: -10px; font-size: 8px;">High</div> </div> Health and Safety Magnitude <div style="border: 1px solid black; height: 20px; margin: 5px 0; position: relative;"> <div style="position: absolute; left: 0; top: -10px; font-size: 8px;">None</div> <div style="position: absolute; left: 20%; top: -10px; font-size: 8px;">Minor</div> <div style="position: absolute; left: 40%; top: -10px; font-size: 8px;">Major</div> <div style="position: absolute; left: 60%; top: -10px; font-size: 8px;">Severe</div> </div>	Comments <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <i>Please describe the type and nature of risk</i> The Safe Drinking Water Act sets the legal requirements for water systems including maintaining specific quality management operation plans. Operators need to be licensed to ensure these systems are in compliance and potable drinking water is delivered. The water operator has a significant role in maintaining public health standards as well. If a water operator fails to perform tasks there is strong potential to negatively impact the public health. </div>
Internal Operational Requirements <div style="margin-top: 5px;"> <input type="radio"/> None <input type="radio"/> Service provided with minor internal issues -slight inconvenience <input type="radio"/> Inability to support the department's directive <input type="radio"/> Direct affect on multiple departments <input checked="" type="radio"/> Citywide implications </div>	
Comments <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>	
B) Briefly illustrate any other impacts/consequences not detailed above and those who will be affected if the request is not approved. (e.g. staff, residents, community, etc.) <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	

Request Title	Contract Water operator			
7) Complement Details - Skip to Section 8 if no Staff is requested				
Do not gap positions - If required, please contact the Budget Dept. for instructions Future year progressions & eco. adj. will be calculated corporately by the Budget Dept.				
<u>Complement Information</u>	Position #1	Position #2	Position #3	Sub-total
Budget Year	2016			
Position title	Contract Water Operator			
Estimated start date	April 1, 2016			
# of positions requested	1.00			1.00
Full-time equivalents (FTEs)	1.00			1.00
Position type	Full-time			
Position agreement classification	Cupe Hourly			
If contract, specify length (months or yrs.)	24			
If Casual/Seasonal PT enter Hourly wage				
Business unit # (override if different than # shown)	235001			
Grade level	E			
Est. starting step	Start			
Desktop (HR) Review Performed?	N/A			
B&F Accommodations Available?	N/A			
ITM Hardware required?	Yes			
Capital Equipment Required?	No			
Complement Annual Cost Detail				
Annual full-time \$	48,121			48,121
Annual part-time \$	-	-	-	-
Annual shift premiums, etc.	-	-	-	-
Annual overtime \$	-	-	-	-
* PT vacation pay (calculated field)	-	-	-	-
* Annual benefits (calculated field)	13,955	-	-	13,955
* FT contract benefits in lieu (calculated field)	-	-	-	-
Subtotal (Per Employee)	\$ 62,076	\$ -	\$ -	\$ 62,076
Subtotal (Per Position)	\$ 62,076	\$ -	\$ -	\$ 62,076
Continuous costs	(BU & Acct #.)	Please fill in per Complement. The total will account for multiple positions if indicated above.		
1) Cellular Line Charges	2350001/2360001.	600		600
2) Memberships/Dues/Fee	2350001/2360001.	300		300
3) Training & Development	2350001/2360001.	500		500
4)	#N/A			-
Subtotal (Per Employee)	\$ 1,400	\$ -	\$ -	\$ 1,400
Subtotal (Per Position)	\$ 1,400	\$ -	\$ -	\$ 1,400
One-time costs	(BU & Acct #.)	Please fill in per Complement. The total will account for multiple positions if indicated above.		
1) Cellular Line Charges	2350001/2360001.	175		175
2) Other (Please detail in	#N/A	300		300
3)	#N/A			-
4)	#N/A			-
Subtotal (Per Employee)	475	-	-	475
Subtotal (Per Position)	\$ 475	\$ -	\$ -	\$ 475
2016 Total Annual Costs	\$ 63,951	\$ -	\$ -	\$ 63,951
2017 Total Annual Costs	\$ -	\$ -	\$ -	\$ -
2018 Total Annual Costs	\$ -	\$ -	\$ -	\$ -
2019 Total Annual Costs	\$ -	\$ -	\$ -	\$ -
Additional Comments:				
Safety equipment - clothing, boots, hard hat, will be required.				

Request Title		Contract Water operator						
8) Capital Funding								
Are there any Capital requests already submitted/approved or to be submitted related to this ARR? (e.g. new car)								
ASSOCIATED CAPITAL FUNDING	Status	Year asset Available for use	Proj #	2016	2017	2018	2019	Total
1								\$ -
2								\$ -
3								\$ -
TOTAL ASSOCIATED CAPITAL FUNDING				\$ -	\$ -	\$ -	\$ -	\$ -
9) Financial/Resource Detail								
Component		BU Acct. #	2016	2017	2018	2019	2020	
			Budget				Full-Yr. Adj.	
REVENUE - continuous operating detail								
1								
2								
3								
4								
Subtotal			-	-	-	-	-	
REVENUE - one-time operating detail								
1								-
2								-
Subtotal			-	-	-	-	-	-
EXPENSES - continuous operating detail (For staffing costs please fill out section 7)								
1	* Staffing costs (calculated field)	(From sect. 7)	48,121	-	-	-	-	
2	* Benefits	(From sect. 7)	13,955	-	-	-	-	
3	* Complement sch. Expenses (calculated field)	(From sect. 7)	1,400	-	-	-	-	
4								
5								
6								
7								
Subtotal			63,476	-	-	-	-	
EXPENSES - one-time operating detail (For staffing costs please fill out section 7)								
1	* Complement sch. Expenses (calculated field)	(From sect. 7)	475	-	-	-	-	-
2								-
3								-
Subtotal			475	-	-	-	-	-
OFFSETS - cost savings, reductions, etc.								
1								
2								
3								
Subtotal			-	-	-	-	-	
TOTAL OPERATING BUDGET CHANGE			63,951	-	-	-	-	-
COMPLEMENTS & FTE's			2016	2017	2018	2019	Total	
# of positions requested	(From sect. 7)		1.00	-	-	-	1.00	
FTE's	(From sect. 7)		1.00	-	-	-	1.00	
FTE reductions/offsets	(Manual Field)						-	
Net FTE's			1.00	-	-	-	1.00	

**CITY OF VAUGHAN
2016-2019 OPERATING BUDGET**

ADDITIONAL RESOURCE REQUEST

Request Title	Contract wastewater/stormwater operator		
Business Unit #	350001/236000	#N/A	
	#N/A		
Related Program			
Program Classification			

Annual Budget Change Summary

Financial Components	2016	2017	2018	2019	2016-2019 Sub-total	2020 (One Time, Adj.)	2016-2020 Sub-total
Staffing							
Complements	1.00	-	-	-	1.00	-	1.00
Net FTE's	1.00	-	-	-	1.00	-	1.00
Operating Revenue	-	-	-	-	-	-	-
Operating Costs							
Staffing & Benefits	62,076	-	-	-	62,076	-	62,076
Other continuous costs	1,400	-	-	-	1,400	-	1,400
One-time expenses	475	(475)	-	-	-	-	-
Offsets/reductions	-	-	-	-	-	-	-
Net Operating Budget	\$ 63,951	\$ (475)	\$ -	\$ -	\$ 63,476	\$ -	\$ 63,476
Associated Capital Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1A) Request Description: Please provide a brief description of the request.

Please check one: ☒ Departmental ☐ Corporate

Four of the seventeen operators in the Environmental Services Wastewater/Stormwater team are eligible to retire within the next 24 months. In order to maintain the staff complement necessary to effectively operate the stormwater and wastewater system an interim operator is proposed. This individual will gain valuable experience on processes, systems, and procedures from senior operations staff that will be instrumental to this individual's development.

1B) If this request is part of a project with multiple milestones then please fill in the following table:

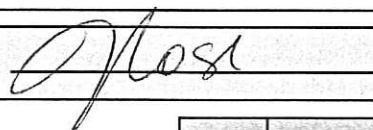
Milestones or Deliverables	Timelines	Comments

1C) Impact on other departments (cost/time/benefit):

Department Impacted	Describe Impact (Cost/time/benefit)	Were they Consulted?
Human Resources	HR partner and Learning and Development will be involved in providing support as the individual acquires the skill sets to be an effective member of the wastewater and stormwater services team.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Other comments:

SENIOR MANAGEMENT TEAM APPROVAL:



Date: Jan 12/16

Budget Staff
Use Only

☐ 1st Submission
☐ Previously Recognized

Submitted for year:

Recognized for year:

Request Title	Contract wastewater/stormwater operator					
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2) Relationship to Vaughan Vision 2020 - Goals / Objectives / Initiatives

A) Identify the specific initiative on the Vaughan Vision 2020 initiative list this resource request supports (new or implementation of): Choose an Initiative from the drop down list and then choose the relationship with the initiative in the Green cell using the drop down provided.

Theme	Goal	Initiative (Use drop down list)	Ref #	Date	Priority	Request/Initiative Relationship (choose 1)
Staff Goals	Support the Professional Development of Staff	Identify, develop and implement a leadership development program (internal succession planning)	9	Q4/15	Medium	General Correlation

B) Describe and clearly demonstrate how the request links to the Vaughan Vision 2020:

Continuous Improvement of Service Delivery- Proactively taking steps to maintain and enhance service delivery as new staff learn from experienced staff about to retire. Staff excellence -investing in people. Ensure a clear path for staff to attain the skills they need to succeed in delivering services to the residents of Vaughan.

3) Related Performance Indicators & Business Plan Link

Please provide information on top 3 performance measures:

	Name/description of service level target:	Target Level	Current Level	Level w/ ARR
1)	Service quality-% response time for spill clean-up within established	100	100	100
2)				
3)				

Describe how this request relates to Departmental Business Plan:

Departmental business plan objectives such as addressing citizen and business focused wastewater service deliver as well as ensuring comprehensive business and operational effectiveness for wastewater service delivery will be addressed by implementing this service request.

4) Value Proposition

Please detail both qualitative and quantitative benefits of the request

Qualitative: Please select up to 2 actions which best describe this request

Primary Secondary

Briefly explain how this request helps achieve the actions selected above. How does this request make a difference in these areas? Can improvements be defined (i.e. surveys, measures, etc.)?





This is a service-related initiative to respond to the increase in wastewater and stormwater infrastructure within the City. With a large number of staff set to retire in the next short while, the service levels must be maintained once these staff leave the organization. Bringing staff into the organization to build capacity sends a strong signal to existing staff within the team that there is a commitment to proactively address workload issues, ensure a high performing organization and implement continuous improvement opportunities.

Quantitative: Please provide explanation of how this request improves efficiency. Note that performance measures are captured in section 3. This section is for efficiency improvements.

Year	Type	Change/Saving	Units	Detail of Cost Reductions/Budget Savings	Incl. in offsets (Section #9)?
2016	Output/Service Quantity	16	hours	Onboarding of new wastewater/stormwater staff will be significantly reduced if they are a product of the interim operator initiative	No

5) Alternatives

Are there alternatives or options? Please explain what they are and why they are not the primary approach.

Request Title	Contract wastewater/stormwater operator
6) Implications/Consequences (if request not approved)	
A) Please check off how the request relates to the following:	
<i>Legislative/Regulatory Requirement due to Law, Regulation, or Act. (NOTE: A By-Law is not a legal requirement)</i>	
<p>1) Is there a federal or provincial statute or regulation which makes implementation of this request mandatory? If yes, specify which statute/regulation and relevant section(s) and if there is a due date for implementation. If no, skip to question 2.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
<p>2) If no to question #1, is there a federal or provincial statute or regulation which is related to this request? If yes, specify which statute/regulation and relevant section(s) and indicate how it is related.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Operators of wastewater collection systems require a license to work in the Province of Ontario as per O. Reg 129/04. The license requires that operators have the required knowledge, experience, and training to perform their duties. The regulation sets out minimum training requirements and requires operators in training to have direct supervision before performing work on the system.</p> </div>	
<p>3) What are the consequences of non-compliance? Specify if there is a fine or other penalty and the amount.</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> None <input type="radio"/> Little consequence of non compliance <input checked="" type="radio"/> Significant external repercussion/penalty </div> <div style="border: 1px solid black; padding: 2px;"> Fines up to \$ 100k for non-compliance </div> </div>	
<p>4) Current status of compliance:</p> <div style="border: 1px solid black; padding: 2px; width: 100%;"> In compliance </div>	
<p>Risk Management (To move within the range, click on indicator and slide it with your mouse or click on arrows at the end of the scale)</p>	
<p>Probability of Litigation</p> <div style="text-align: center;">  </div> <p>None Low Medium High</p> <p>Financial Impact</p> <div style="text-align: center;">  </div> <p>\$0 \$10,000 \$100,000 \$1,000,000 > \$10,000,000</p> <p>Health and Safety Risk (click on the word)</p> <p> <input type="radio"/> None <input type="radio"/> Internal <input checked="" type="radio"/> External <input type="radio"/> Both </p> <p>Probability of Health & Safety Issue</p> <div style="text-align: center;">  </div> <p>None Low Medium High</p> <p>Health and Safety Magnitude</p> <div style="text-align: center;">  </div> <p>None Minor Major Severe</p>	<p>Comments</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Please describe the type and nature of risk</i></p> <p>The Ontario Resources Act (section 53) sets the legal requirements for wastewater systems including maintaining specific physical and chemical parameters within certain limits. Operators need to attain and maintain skills to ensure these systems are in compliance. The wastewater operator has a significant role in maintaining public health standards as well. If a wastewater operator fails to perform tasks there is strong potential to negatively impact the surrounding natural environment and adversely affect community safety.</p> </div>
<p>Internal Operational Requirements</p> <p> <input type="radio"/> None <input type="radio"/> Service provided with minor internal issues -slight inconvenience <input type="radio"/> Inability to support the department's directive <input type="radio"/> Direct affect on multiple departments <input checked="" type="radio"/> Citywide implications </p> <p>Comments</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	
<p>B) Briefly illustrate any other impacts/consequences not detailed above and those who will be affected if the request is not approved. (e.g. staff, residents, community, etc.)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

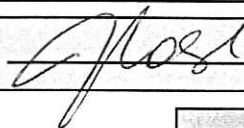
Request Title	Contract wastewater/stormwater operator			
7) Complement Details - Skip to Section 8 if no Staff is requested				
Do not gap positions - If required, please contact the Budget Dept. for instructions Future year progressions & eco. adj. will be calculated corporately by the Budget Dept.				
<u>Complement Information</u>	Position #1	Position #2	Position #3	Sub-total
Budget Year	2016			
Position title	Interim Wastewater/Stormwater Operator			
Estimated start date	April 1, 2016			
# of positions requested	1.00			1.00
Full-time equivalents (FTEs)	1.00			1.00
Position type	Full-time			
Position agreement classification	Cupe Hourly			
If contract, specify length (months or yrs.)	24			
If Casual/Seasonal PT enter Hourly wage				
Business unit # (override if different than # shown)	235001			
Grade level	E			
Est. starting step	Start			
Desktop (HR) Review Performed?	N/A			
B&F Accommodations Available?	N/A			
ITM Hardware required?	Yes			
Capital Equipment Required?	No			
<u>Complement Annual Cost Detail</u>				
Annual full-time \$	48,121			48,121
Annual part-time \$	-	-	-	-
Annual shift premiums, etc.	-	-		-
Annual overtime \$	-	-		-
* PT vacation pay (calculated field)	-	-	-	-
* Annual benefits (calculated field)	13,955	-	-	13,955
* FT contract benefits in lieu (calculated field)	-	-	-	-
Subtotal (Per Employee)	\$ 62,076	\$ -	\$ -	\$ 62,076
Subtotal (Per Position)	\$ 62,076	\$ -	\$ -	\$ 62,076
Continuous costs	(BU & Acct #.)	Please fill in per Complement. The total will account for multiple positions if indicated above.		
1) Cellular Line Charges	2350001/2360001.	600		600
2) Memberships/Dues/Fee	2350001/2360001.	300		300
3) Training & Development	2350001/2360001.	500		500
4)	#N/A			-
Subtotal (Per Employee)	\$ 1,400	\$ -	\$ -	\$ 1,400
Subtotal (Per Position)	\$ 1,400	\$ -	\$ -	\$ 1,400
One-time costs	(BU & Acct #.)	Please fill in per Complement. The total will account for multiple positions if indicated above.		
1) Cellular Line Charges	2350001/2360001.	175		175
2) Other (Please detail in	#N/A	300		300
3)	#N/A			-
4)	#N/A			-
Subtotal (Per Employee)	475	-	-	475
Subtotal (Per Position)	\$ 475	\$ -	\$ -	\$ 475
2016 Total Annual Costs	\$ 63,951	\$ -	\$ -	\$ 63,951
2017 Total Annual Costs	\$ -	\$ -	\$ -	\$ -
2018 Total Annual Costs	\$ -	\$ -	\$ -	\$ -
2019 Total Annual Costs	\$ -	\$ -	\$ -	\$ -
Additional Comments:				
Safety equipment - clothing, boots, hard hat, will be required.				

Request Title		Contract wastewater/stormwater operator							
8) Capital Funding									
Are there any Capital requests already submitted/approved or to be submitted related to this ARR? (e.g. new car)									
ASSOCIATED CAPITAL FUNDING		Status	Year asset Available for use	Proj #	2016	2017	2018	2019	Total
1									\$ -
2									\$ -
3									\$ -
TOTAL ASSOCIATED CAPITAL FUNDING					\$ -	\$ -	\$ -	\$ -	\$ -
9) Financial/Resource Detail									
Component			BU Acct. #	2016	2017	2018	2019	2020	
				Budget				Full-Yr. Adj.	
REVENUE - continuous operating detail									
1									
2									
3									
4									
Subtotal				-	-	-	-	-	
REVENUE - one-time operating detail									
1								-	
2								-	
Subtotal				-	-	-	-	-	
EXPENSES - continuous operating detail (For staffing costs please fill out section 7)									
1	* Staffing costs (calculated field)	(From sect. 7)	48,121	-	-	-	-	-	
2	* Benefits	(From sect. 7)	13,955	-	-	-	-	-	
3	* Complement sch. Expenses (calculated field)	(From sect. 7)	1,400	-	-	-	-	-	
4									
5									
6									
7									
Subtotal				63,476	-	-	-	-	
EXPENSES - one-time operating detail (For staffing costs please fill out section 7)									
1	* Complement sch. Expenses (calculated field)	(From sect. 7)	475	-	-	-	-	-	
2								-	
3								-	
Subtotal				475	-	-	-	-	
OFFSETS - cost savings, reductions, etc.									
1									
2									
3									
Subtotal				-	-	-	-	-	
TOTAL OPERATING BUDGET CHANGE					63,951	-	-	-	-
COMPLEMENTS & FTE's					2016	2017	2018	2019	Total
# of positions requested		(From sect. 7)	1.00	-	-	-	-	1.00	
FTE's		(From sect. 7)	1.00	-	-	-	-	1.00	
FTE reductions/offsets		(Manual Field)						-	
Net FTE's			1.00	-	-	-	-	1.00	

**CITY OF VAUGHAN
2016-2019 OPERATING BUDGET**

ADDITIONAL RESOURCE REQUEST																			
Request Title	Procurement Analyst																		
Business Unit #	2340001	Water 50% BU2340001; Waste BU2350001=25% & BU2360001 =25%																	
	1 Full Time FTE funded 100% by Water/Wastewater																		
Related Program																			
Program Classification																			
Annual Budget Change Summary																			
Financial Components	2016	2017	2018	2019	2016-2019 Sub-total	2020 (One Time. Adj.)	2016-2020 Sub-total												
Staffing																			
Complements	1.00	-	-	-	1.00	-	1.00												
Net FTE's	1.00	-	-	-	1.00	-	1.00												
Operating Revenue	-	-	-	-	-	-	-												
Operating Costs																			
Staffing & Benefits	112,085	-	-	-	112,085	-	112,085												
Other continuous costs	3,560	-	-	-	3,560	-	3,560												
One-time expenses	5,000	(5,000)	-	-	-	-	-												
Offsets/reductions	-	-	-	-	-	-	-												
Net Operating Budget	\$ 120,645	\$ (5,000)	\$ -	\$ -	\$ 115,645	\$ -	\$ 115,645												
Associated Capital Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
1A) Request Description: Please provide a <u>brief</u> description of the request. Please check one: <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Corporate Procurement Services Department is in urgent need of a Procurement Analyst. The overall procurement needs of the City have increased approximately 60% since 2008. The increased volume of procurement activity has put additional demands on static departmental resources. A significant shift is being observed in support requirements of the user departments. In order to handle increase in bids reviews, bid protests, legal issues, vendors debriefs, submission evaluations, vendor presentations, FOI requests and the need for staff education, a senior position to provide the necessary guidance and oversight to the Buyers is required. This position will have a higher level of responsibility which includes but is not limited to the following: conduct complex and high visibility procurements, handle vendor escalations, lead and facilitate vendor presentations and evaluation meetings, explore and implement standardization opportunities for products and services, prepare reports for Procurement Management to facilitate informed decisions, develop and monitor annual procurement plans, and train and mentor new buyers. The Procurement Analyst will provide the necessary guidance and advice to the Buyers and User Departments to promote and encourage greater compliance with the Procurement Policy and Procedures.																			
1B) If this request is part of a project with multiple milestones then please fill in the following table: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Milestones or Deliverables</th> <th>Timelines</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Promote policy compliance in user departments</td> <td>Q1-2016</td> <td>Ongoing user training to aid their understanding of the Procurement policy.</td> </tr> <tr> <td>Seek and implement strategic sourcing opportunities</td> <td>Q2-2016</td> <td>Look out for opportunities for consolidation of requirements at the city level</td> </tr> <tr> <td>Mentor new Procurement staff</td> <td>Q3-2016</td> <td>Provide necessary training and guidance to Procurement staff</td> </tr> </tbody> </table>								Milestones or Deliverables	Timelines	Comments	Promote policy compliance in user departments	Q1-2016	Ongoing user training to aid their understanding of the Procurement policy.	Seek and implement strategic sourcing opportunities	Q2-2016	Look out for opportunities for consolidation of requirements at the city level	Mentor new Procurement staff	Q3-2016	Provide necessary training and guidance to Procurement staff
Milestones or Deliverables	Timelines	Comments																	
Promote policy compliance in user departments	Q1-2016	Ongoing user training to aid their understanding of the Procurement policy.																	
Seek and implement strategic sourcing opportunities	Q2-2016	Look out for opportunities for consolidation of requirements at the city level																	
Mentor new Procurement staff	Q3-2016	Provide necessary training and guidance to Procurement staff																	
1C) Impact on other departments (cost/time/benefit): <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Department Impacted</th> <th>Describe Impact (Cost/time/benefit)</th> <th>Were they Consulted?</th> </tr> </thead> <tbody> <tr> <td>All City Departments</td> <td>Achieve greater degree of compliance with Procurement Policy and Procedures</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>All City Departments</td> <td>Reduce the risks associated with procurement</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>All City Departments</td> <td>Provide higher level of service to user departments</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </tbody> </table> Other comments: This position adds a great degree of value to the overall service delivery. It encompasses higher level Procurement objectives and seeks to achieve best value for the money through consolidation of similar requirements, leveraging economies of scale, and sourcing strategically, while maintaining a high of compliance within the Policy and procedural framework. This position is envisioned in the recommendations made by the comprehensive P2P study.								Department Impacted	Describe Impact (Cost/time/benefit)	Were they Consulted?	All City Departments	Achieve greater degree of compliance with Procurement Policy and Procedures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	All City Departments	Reduce the risks associated with procurement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	All City Departments	Provide higher level of service to user departments	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Department Impacted	Describe Impact (Cost/time/benefit)	Were they Consulted?																	
All City Departments	Achieve greater degree of compliance with Procurement Policy and Procedures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																	
All City Departments	Reduce the risks associated with procurement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																	
All City Departments	Provide higher level of service to user departments	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																	

SENIOR MANAGEMENT TEAM APPROVAL:



Date: Jan 12/16

**Budget Staff
Use Only**

☐ 1st Submission
☐ Previously Recognized

Submitted for year:

Recognized for year:

Request Title	Procurement Analyst					
2) Relationship to Vaughan Vision 2020 - Goals / Objectives / Initiatives						
A) Identify the <u>specific initiative</u> on the Vaughan Vision 2020 initiative list this resource request supports (new or implementation of): Choose an Initiative from the drop down list and then choose the relationship with the initiative in the Green cell using the drop down provided.						
Theme	Goal	↓ Initiative (Use drop down list) ↓	Ref #	Date	Priority	Request/Initiative Relationship (choose 1)
Organizational Goals	Ensure a High Performing Organization	Further evolve performance measures and implement dashboard	2	Q4/14	Low	General Correlation
B) Describe and clearly demonstrate how the request links to the Vaughan Vision 2020:						
1. Demonstrate Excellence in Service Delivery 2. Ensure a High Performing Organization 3. Lead and Promote Environmental Sustainability This position will help in delivering a higher level of service to all stakeholders, whether internal or external. It will improve compliance with the procurement policy framework which in turn will enhance fairness, cost effectiveness, transparency and risk mitigation in City's Procurement services and processes. More efficient purchasing practices and methodologies will contribute towards environmental sustainability.						
3) Related Performance Indicators & Business Plan Link						
Please provide information on top 3 performance measures:						
	Name/description of service level target:		Target Level	Current Level	Level w/ ARR	
1)	Improved compliance with Procurement Policy		Robust Policy and	Ongoing policy revisions	Periodically review	
2)	Risk mitigation		Robust Policy and	Ongoing policy revisions	Periodically review	
3)	Strategic Sourcing		Leverage spend	Limited and manual reports	Online access to	
Describe how this request relates to Departmental Business Plan:						
POLICY COMPLIANCE AND RISK MANAGMENT: Consistent with the Procurement Business Plan, a comprehensive review and update of the current procurement policy and procedures is necessary to provide consistent guidance and risk mitigation controls to all departments. STRATEGIC SOURCING by harnessing data and leveraging opportunities to consolidate similar requirements across the City departments.						
4) Value Proposition						
Please detail both qualitative and quantitative benefits of the request						
Qualitative: Please select up to 2 actions which best describe this request						
Primary		Improve User Satisfaction		Secondary		Improve Corp. Image
Briefly explain how this request helps achieve the actions selected above. How does this request make a difference in these areas? Can improvements be defined (i.e. surveys, measures, etc.)?						
This Position provides leadership in the development, maintenance and execution of strategic procurement strategies to provide significant cost avoidance, risk mitigation and ensure compliance with the Corporate Procurement policies, relevant government regulations and ethical purchasing practices. Provides direction to the preparation of solicitation documents and assistance to client departments in developing specifications through value analysis and determines the best method of procurement and pricing and ensure timely procurement of outstanding approved capital projects						
Quantitative: Please provide explanation of how this request improves efficiency. Note that performance measures are captured in section 3. This section is for efficiency improvements.						
Year	Type	Change/Saving	Units	Detail of Cost Reductions/Budget Savings		Incl. in offsets (Section #9)?
2016	Output/Service Quantity	Change	\$	Improved output through consolidation of requirements and strategic sourcing		
2016	Budget \$\$\$	Saving	\$	Increased productivity and enhanced service delivery through efficient resource utilization		
2016	Time/Capacity	Saving	Time	Reduced procurement Cycle time		
5) Alternatives						
Are there alternatives or options? Please explain what they are and why they are not the primary approach.						
None						

Request Title	Procurement Analyst
6) Implications/Consequences (if request not approved)	
A) Please check off how the request relates to the following:	
<i>Legislative/Regulatory Requirement due to Law, Regulation, or Act. (NOTE: A By-Law is not a legal requirement)</i>	
1) Is there a federal or provincial statute or regulation which makes implementation of this request mandatory? If yes, specify which statute/regulation and relevant section(s) and if there is a due date for implementation. If no, skip to question 2.	
<div style="border: 1px solid black; padding: 5px; min-height: 20px;"> Agreement on Internal Trade (AIT), North America Free Trade Agreement (NAFTA), Broader Public Sector Directive (BPS), Comprehensive Economic and Trade Agreement (CETA) - upcoming. </div>	
2) If no to question #1, is there a federal or provincial statute or regulation which is related to this request? If yes, specify which statute/regulation and relevant section(s) and indicate how it is related.	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
3) What are the consequences of non-compliance? Specify if there is a fine or other penalty and the amount.	
<input type="radio"/> None <input type="radio"/> Little consequence of non compliance <input checked="" type="radio"/> Significant external repercussion/penalty	<div style="border: 1px solid black; padding: 5px; min-height: 20px;"> Risk of litigation, escalating costs, lack of congruity with evolving legislative framework </div>
4) Current status of compliance:	
<div style="border: 1px solid black; padding: 5px; text-align: center;">Fair but needs to improve</div>	
Risk Management (To move within the range, click on indicator and slide it with your mouse or click on arrows at the end of the scale)	
Probability of Litigation <div style="text-align: center;"> <div style="border: 1px solid black; width: 100%; height: 20px; position: relative;"> <div style="position: absolute; left: 0; top: -5px;">None</div> <div style="position: absolute; left: 25%; top: -5px;">Low</div> <div style="position: absolute; left: 50%; top: -5px;">Medium</div> <div style="position: absolute; left: 75%; top: -5px;">High</div> </div> </div>	<div style="border: 1px solid black; padding: 5px;"> Comments <i>Please describe the type and nature of risk</i> The probability of litigation could increase if the City does not keep pace with the ever evolving legislation related to public procurement. Manual processes will not be able to withstand the increasing workload and pressures of a growing City. Vendor Community pressure and increasing case law is best defended by solid policy and best practices. </div>
Financial Impact <div style="text-align: center;"> <div style="border: 1px solid black; width: 100%; height: 20px; position: relative;"> <div style="position: absolute; left: 0; top: -5px;">\$0</div> <div style="position: absolute; left: 25%; top: -5px;">\$10,000</div> <div style="position: absolute; left: 50%; top: -5px;">\$100,000</div> <div style="position: absolute; left: 75%; top: -5px;">\$1,000,000</div> <div style="position: absolute; left: 100%; top: -5px;">> \$10,000,000</div> </div> </div>	
Health and Safety Risk (click on the word) <input type="radio"/> None <input type="radio"/> Internal <input checked="" type="radio"/> External <input type="radio"/> Both	
Probability of Health & Safety Issue <div style="text-align: center;"> <div style="border: 1px solid black; width: 100%; height: 20px; position: relative;"> <div style="position: absolute; left: 0; top: -5px;">None</div> <div style="position: absolute; left: 25%; top: -5px;">Low</div> <div style="position: absolute; left: 50%; top: -5px;">Medium</div> <div style="position: absolute; left: 75%; top: -5px;">High</div> </div> </div>	
Health and Safety Magnitude <div style="text-align: center;"> <div style="border: 1px solid black; width: 100%; height: 20px; position: relative;"> <div style="position: absolute; left: 0; top: -5px;">None</div> <div style="position: absolute; left: 25%; top: -5px;">Minor</div> <div style="position: absolute; left: 50%; top: -5px;">Major</div> <div style="position: absolute; left: 75%; top: -5px;">Severe</div> </div> </div>	
Internal Operational Requirements	
<input type="radio"/> None <input type="radio"/> Service provided with minor internal issues -slight inconvenience <input type="radio"/> Inability to support the department's directive <input type="radio"/> Direct affect on multiple departments <input checked="" type="radio"/> Citywide implications	
<div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Comments The role of Procurement Analyst positively impacts many areas of procurement which have citywide implications. These are all aimed at reducing the overall costs and risks to the City through enhanced compliance, greater understanding of the Procurement Policy framework amongst users and strategic sourcing of City requirements. </div>	
B) Briefly illustrate any other impacts/consequences not detailed above and those who will be affected if the request is not approved. (e.g. staff, residents, community, etc.)	
The value added that this position offers directly impacts the level of service delivery to internal clients and in turn impacts their ability to deliver the goods and services to the residents and community at large.	

Request Title	Procurement Analyst			
7) Complement Details - Skip to Section 8 if no Staff is requested				
Do not gap positions - If required, please contact the Budget Dept. for instructions Future year progressions & eco. adj. will be calculated corporately by the Budget Dept.				
<u>Complement Information</u>	Position #1	Position #2	Position #3	Sub-total
Budget Year	2016			
Position title	Procurement Analyst			
Estimated start date	January 15, 2015			
# of positions requested	1.00			1.00
Full-time equivalents (FTEs)	1.00			1.00
Position type	Full-time			
Position agreement classification	Mgmt/Non-union			
If contract, specify length (months or yrs.)				
If Casual/Seasonal PT enter Hourly wage				
Business unit # (override if different than # shown)	70110			
Grade level	7			
Est. starting step	1			
Desktop (HR) Review Performed?	N/A			
B&F Accommodations Available?	No			
ITM Hardware required?	Yes			
Capital Equipment Required?	Yes			
<u>Complement Annual Cost Detail</u>				
Annual full-time \$	86,888			86,888
Annual part-time \$	-		-	-
Annual shift premiums, etc.	-			-
Annual overtime \$	-			-
* PT vacation pay (calculated field)	-		-	-
* Annual benefits (calculated field)	25,197		-	25,197
* FT contract benefits in lieu (calculated field)	-		-	-
Subtotal (Per Employee)	\$ 112,085	\$ -	\$ -	\$ 112,085
Subtotal (Per Position)	\$ 112,085	\$ -	\$ -	\$ 112,085
Continuous costs	(BU & Acct #.)	Please fill in per Complement. The total will account for multiple positions if indicated above.		
1) Office Supplies	2340001.7200	100		100
2) Training & Developme	2340001.7115	1,500		1,500
3) Memberships/Dues/Fe	2340001.7105	1,000		1,000
4) Cellular Line Charges	2340001.7122.01	960		960
Subtotal (Per Employee)		\$ 3,560	\$ -	\$ 3,560
Subtotal (Per Position)		\$ 3,560	\$ -	\$ 3,560
One-time costs	(BU & Acct #.)	Please fill in per Complement. The total will account for multiple positions if indicated above.		
1) Office Equip. & Furnitu	2340001.7210	5,000		5,000
2)	#N/A			-
3)	#N/A			-
4)	#N/A			-
Subtotal (Per Employee)		5,000	-	5,000
Subtotal (Per Position)		\$ 5,000	\$ -	\$ 5,000
2016 Total Annual Costs	\$ 120,645	\$ -	\$ -	\$ 120,645
2017 Total Annual Costs	\$ -	\$ -	\$ -	\$ -
2018 Total Annual Costs	\$ -	\$ -	\$ -	\$ -
2019 Total Annual Costs	\$ -	\$ -	\$ -	\$ -
Additional Comments:				

Request Title		Procurement Analyst						
8) Capital Funding								
Are there any Capital requests already submitted/approved or to be submitted related to this ARR? (e.g. new car)								
ASSOCIATED CAPITAL FUNDING	Status	Year asset Available for use	Proj #	2016	2017	2018	2019	Total
1								\$ -
2								\$ -
3								\$ -
TOTAL ASSOCIATED CAPITAL FUNDING				\$ -	\$ -	\$ -	\$ -	\$ -
9) Financial/Resource Detail								
Component			BU Acct. #	2016	2017	2018	2019	2020
				Budget				Full-Yr. Adj.
REVENUE - continuous operating detail								
1								
2								
3								
4								
Subtotal				-	-	-	-	-
REVENUE - one-time operating detail								
1								-
2								-
Subtotal				-	-	-	-	-
EXPENSES - continuous operating detail (For staffing costs please fill out section 7)								
1	* Staffing costs (calculated field)	(From sect. 7)		86,888	-	-	-	-
2	* Benefits	(From sect. 7)		25,197	-	-	-	-
3	* Complement sch. Expenses (calculated field)	(From sect. 7)		3,560	-	-	-	-
4								
5								
6								
7								
Subtotal				115,645	-	-	-	-
EXPENSES - one-time operating detail (For staffing costs please fill out section 7)								
1	* Complement sch. Expenses (calculated field)	(From sect. 7)		5,000	-	-	-	-
2								-
3								-
Subtotal				5,000	-	-	-	-
OFFSETS - cost savings, reductions, etc.								
1								
2								
3								
Subtotal				-	-	-	-	-
TOTAL OPERATING BUDGET CHANGE				120,645	-	-	-	-
COMPLEMENTS & FTE's				2016	2017	2018	2019	Total
# of positions requested		(From sect. 7)		1.00	-	-	-	1.00
FTE's		(From sect. 7)		1.00	-	-	-	1.00
FTE reductions/offsets		(Manual Field)						-
Net FTE's				1.00	-	-	-	1.00



CITY OF VAUGHAN

2016 WATER / WASTEWATER SERVICE FEES AMENDMENT

SERVICE	FEES
Metered Accounts Wastewater - Minimum Invoice Charge	\$ 11.00 per month (conditions apply)
Unmetered Accounts Water Rate	\$ 25.00 per month
Wastewater Rate	\$ 25.00 per month
Turn-off <ul style="list-style-type: none"> During Working Hours (Monday to Friday from 8:00 a.m. to 3:30 p.m.) Other than Working Hours Including Weekends and Holidays 	\$ 64.00 per hour \$ 85.00 per hour
Turn-on <ul style="list-style-type: none"> During Working Hours (Monday to Friday from 8:00 a.m. to 3:30 p.m.) Other than Working Hours Including Weekends and Holidays 	\$ 64.00 per hour \$ 85.00 per hour
Water Meters (application for meters and temporary water fees)	Cost per meter \$ 220.00 5/8" x 3/4" iPERL \$ 262.00 3/4" x 3/4" iPERL \$ 323.00 1" iPERL \$ 1,975.00 1.5" OMNI \$ 2,080.00 2" OMNI \$ 2,922.00 3" OMNI \$ 4,432.00 4" OMNI \$ 7,322.00 6" OMNI \$ 11,523.00 8" OMNI \$ 12,832.00 6" Fire Line OMNI \$ 18,490.00 8" Fire Line OMNI
AMR Flexnet remote read adaptor	Current cost
Hydrant Meter Rentals Deposit	\$ 3,000.00 for each water meter
Administration fee	\$ 450.00 15% of the deposit
Demonstration	\$ 64.00 per hour (minimum 1/2 hour)
Relocation	\$ 64.00 per hour (minimum 1/2 hour)
	\$ 3.7241 Plus water consumption charged at the current approved rates for water and wastewater per m ³

CITY OF VAUGHAN
2016 WATER / WASTEWATER SERVICE FEES AMENDMENT

SERVICE	FEES
Bulk Water Sales (City of Vaughan Water Filling Stations)	\$ 50.00 New Water Card \$ 10.00 Refill Water Card \$ 3.7241 Plus water consumption charged at the current approved rates for water and wastewater per m ³ Charges include water plus wastewater rates
Sewer Camera Service (identify blockages in sanitary/storm lateral lines on private property) <ul style="list-style-type: none"> • Inside • Main 	\$ 64.00 per hour (minimum 3 hours) \$ 299.00 flat fee
Sewer Back-up Investigation Service for response to emergency request from private owner related to back-up <ul style="list-style-type: none"> • if blockage on private property, flat rate fee per hour 	\$ 117.00 per hour (minimum 3 hours)
Dewatering Study Areas	\$ 57.00 (clerical activity to determine servicing for City water at properties within a prescribed area).
Hydrant Flow Testing	\$ 128.00 per test (minimum two hours) \$ 64.00 for each additional hour
Plumbing Not Ready	\$ 128.00 for each missed/cancelled meter installation appointment
Bacteria Testing - New Mains <ul style="list-style-type: none"> • During Working Hours (Monday to Friday from 8:00 a.m. to 3:30 p.m.) • Other than Working Hours Including Weekends and Holidays 	\$ 58.00 per test \$ 63.25 per test
Temporary Dewatering Discharge Fees Sanitary Sewer System	\$ 0.7268 per cubic meter based on meter read
Dewatering Discharge Application Process Fees	\$ 450.00

THE CITY OF VAUGHAN

BY-LAW

BY-LAW NUMBER 014-2016

A By-Law to amend City of Vaughan By-Law Number 167-73, as amended with respect to water rates.

The Council of the Corporation of the City of Vaughan ENACTS AS FOLLOWS:

1. THAT City of Vaughan By-Law Number 167-73 as amended, be and is hereby amended by deleting Schedule "A" attached thereto and substituting therefor Schedule "A" attached hereto.
2. THAT Schedule "A" attached hereto forms part of this By-Law.

Enacted by City of Vaughan Council this 16th day of February, 2016.

Hon. Maurizio Bevilacqua, Mayor

Jeffrey A. Abrams, City Clerk

SCHEDULE “A” TO BY-LAW NUMBER

METERED ACCOUNTS*		
A.	Water – Consumption Rate	\$1.5815 per cubic meter based on water consumption effective with water meters read starting on April 1, 2016.
B.	Minimum Invoice Charge per Month	\$ 9.00 per month (conditions apply)

UNMETERED ACCOUNTS*		
A.	Rate per Month - \$25.00	This rate shall be charged for each unit on the premises and a “unit” shall be a room or rooms or part of a building that is separately assessed on the assessment roll or capable of being assessed.

SERVICE CHARGES*				
A.	Turn Off	During Working Hours (Monday to Friday from 8:00 a.m. to 3:30 p.m.)	\$ 64.00 per hour	
		Other than Working Hours (Including Weekends and Holidays)	\$ 85.00 per hour	
B.	Turn On	During Working Hours (Monday to Friday from 8:00 a.m. to 3:30 p.m.)	\$ 64.00 per hour	
		Other than Working Hours (Including Weekends and Holidays)	\$ 85.00 per hour	
C.	Water Meters	Application for meters and temporary water fees	Cost per Meter	
			5/8" x 3/4" iPERL	\$ 220.00
			3/4" x 3/4" iPERL	\$ 262.00
			1" iPERL	\$ 323.00
			1.5" OMNI	\$ 1,975.00
			2" OMNI	\$ 2,080.00
			3" OMNI	\$ 2,922.00
			4" OMNI	\$ 4,432.00
			6" OMNI	\$ 7,322.00
			8" OMNI	\$ 11,523.00
			6" Fire Line OMNI	\$ 12,832.00
			8" Fire Line OMNI	\$ 18,490.00
		AMR Flexnet remote read adaptor	Current Cost	
D.	Bulk Water Sales (City of Vaughan Water Filling Stations)	• New Water Card	\$ 50.00	
		• Replacement of Lost Water Card	\$ 25.00	
		• Refill Water Card	\$ 10.00	
		• Plus water consumption charged at the current approved rates for water and wastewater per m ³ • Charges include water plus wastewater rates	\$ 3.7241 per m ³	

SERVICE CHARGES*			
E.	Hydrant Meter Rentals	• Deposit	\$ 3,000.00 for each water meter
		• Administration Fee	\$ 450.00 (15% of the deposit)
		• Demonstration	\$ 64.00 per hour (minimum ½ hour)
		• Relocation	\$ 64.00 per hour (minimum ½ hour)
		• Plus water consumption charged at the current approved rates for water and wastewater per m ³ • Charges include water plus wastewater rates	\$ 3.7241 per m ³
		NOTE: Rentals are site specific by approval	
F.	Drinking Water Permit Fee		\$ 1,200.00 per application
G.	Sprinkler Connection		Site specific as quoted
H.	Water Connection		Site specific as quoted
I.	Water Disconnection		Site specific as quoted
J.	Temporary Building Water	• Residential	\$ 20.00 per residential dwelling
		• Commercial/Industrial/High Density Residential (Total Gross Floor Area)	\$ 2.00 per 1,000sq. ft. / \$ 2.15 per 100m ² (minimum \$20.00)
K.	Dewatering Study Areas		\$ 57.00 Clerical activity to determine servicing for City water at properties within a prescribed area
L.	Hydrant Flow Testing		\$ 128.00 per test
			Should any test require more than 2 hours, an additional \$64.00 per hour will apply
M.	Plumbing Not Ready		\$ 128.00 for each missed/cancelled meter installation appointment
N.	Bacteria Testing – New Mains	During Work Hours (Monday to Friday from 8:00 a.m. to 3:30 p.m.)	\$ 58.00 per test
		Other than Working Hours (Including Weekends and Holidays)	\$ 63.25 per test
O.	General Administration Fee where applicable		15%
P.	A charge of \$15.00 plus bank charges shall be applied for each cheque returned by a bank or other financial institution.		
Q.	Overdue accounts are subject to a late payment charge of 1.5% per month (compounded to 19.56% annually).		

*Amounts exclude Harmonized Sales Tax (HST)
HST will be added where applicable

THE CITY OF VAUGHAN

BY-LAW

BY-LAW NUMBER 015-2016

A By-Law to amend City of Vaughan By-Law Number 12-74, as amended with respect to wastewater rates.

The Council of the Corporation of the City of Vaughan ENACTS AS FOLLOWS:

1. THAT City of Vaughan By-Law Number 12-74 as amended, be and is hereby amended by deleting Schedule "A" attached thereto and substituting therefor Schedule "A" attached hereto.
2. THAT Schedule "A" attached hereto forms part of this By-Law.

Enacted by City of Vaughan Council this 16th day of February, 2016.

Hon. Maurizio Bevilacqua, Mayor

Jeffrey A. Abrams, City Clerk

SCHEDULE "A" TO BY-LAW NUMBER

METERED ACCOUNTS*		
A.	Wastewater – Discharge Rate	\$2.1426 per cubic meter based on water consumption effective with water meters read starting on April 1, 2016.
B.	Minimum Invoice Charge per Month	\$ 11.00 per month (conditions apply)

UNMETERED ACCOUNTS*		
A.	Rate per Month - \$25.00	This rate shall be charged for each unit on the premises and a "unit" shall be a room or rooms or part of a building that is separately assessed on the assessment roll or capable of being assessed.

SERVICE CHARGES*			
A.	Turn Off	During Working Hours (Monday to Friday from 8:00 a.m. to 3:30 p.m.)	\$ 64.00 per hour
		Other than Working Hours (Including Weekends and Holidays)	\$ 85.00 per hour
B.	Turn On	During Working Hours (Monday to Friday from 8:00 a.m. to 3:30 p.m.)	\$ 64.00 per hour
		Other than Working Hours (Including Weekends and Holidays)	\$ 85.00 per hour
C.	Sewer Camera Service (identify blockages in sanitary/storm lateral lines on private property)	• Inside	\$ 64.00 per hour (minimum 3 hours)
		• Main	\$ 299.00 flat fee
D.	Sewer Back-up Investigation Service (for response to emergency request from private owner related to back-up)	• If blockage on City property	\$ no charge
		• If blockage on private property, flat rate fee per hour	\$ 117.00 per hour (minimum 3 hours)
E.	Sanitary Sewer Connection		Site specific as quoted
F.	Sanitary Sewer Disconnection		Site specific as quoted
G.	Storm Sewer Connection		Site specific as quoted
H.	Storm Sewer Disconnection		Site specific as quoted
I.	Additional CCTV Reports		\$ 75.00 for each additional copy

SERVICE CHARGES*		
J.	Additional CCTV Disk	\$ 15.00 for each additional copy
K.	Temporary Dewatering Discharge Fees Sanitary Sewer System	\$ 0.7268 per m ³ based on meter read
L.	Dewatering Discharge Application Process Fees	\$ 450.00
M.	General Administration Fee where applicable	15%
N.	A charge of \$15.00 plus bank charges shall be applied for each cheque returned by a bank or other financial institution.	
O.	Overdue accounts are subject to a late payment charge of 1.5% per month (compounded to 19.56% annually).	

***Amounts exclude Harmonized Sales Tax (HST)**
HST will be added where applicable