

Appendix I - Long-Term Utility Financial Plan Working Group

TERMS OF REFERENCE LONG-TERM UTILITY FINANCIAL PLAN WORKING GROUP

Mandate:

The mandate of the Long-Term Utility Financial Plan Working Group (the Working Group) is to provide input relating to the Long-Term Utility Financial Plan regarding the utility rate structure, pricing objectives and recommended utility rates which will be brought to Regional Council for approval in 2022 and 2023.

Region of Peel staff will complete a report summarizing the findings and recommendations made by the Working Group and will present to Regional Council:

Fall 2021: Feedback from the stakeholder engagement

Spring 2022: Evaluation of rate structure options

Spring 2023: Recommended utility rate

Membership:

Regional Council

- Chair and Vice-Chair of the Public Works section of Regional Council
- One member of Regional Council that is not represented by the Chair and Vice-Chair of Public Works section of Regional Council
- Option of one additional Councillor

Region of Peel

- Commissioner of Public Works
- Director, Operations Support
- General Manager, Water/Wastewater
- Director, Business and Financial Planning
- Project Manager
- Communications staff may be requested to attend based on agenda items.

Raftelis Financial Consultants Inc.

- Vice President
- Senior Manager

Responsibilities of Members:

The Working Group will provide input relating to the utility rate structure at key points throughout the project.

Frequency of Meetings:

The Working Group will meet once per year, with additional meetings to be scheduled if needed.

Summer 2021: Based on best practices from the environmental scan, a short-list of rate structure options and pricing objectives will be reviewed prior to community outreach.

Spring 2022: Based on feedback from stakeholder engagement, the rate structure options will be evaluated, and a final rate structure will be recommended.

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Quorum:

Quorum will consist of the majority of total number of members on the Working Group, where one shall be a member of Council.

Meeting Structure:

The meetings will be presided over by the Director, Operations Support and General Manager, Water/Wastewater. All meetings will be held virtually via Microsoft Teams.

Reporting Structure:

Staff will complete a report summarizing the findings and recommendations made by the Working Group and will present to Regional Council at key milestone dates:

Fall 2021: Feedback from the stakeholder engagement

Spring 2022: Evaluation of rate structure options

Spring 2023: Recommended utility rate

Term of Appointment:

The term of appointment for all elected members of the Working Group shall coincide with the term of appointment of the Chair and Vice-Chair of the Public Works section of Regional Council.

Non-elected members of the Working Group shall be appointed for a term ending upon completion of the mandate of the Working Group or at the end of the current term of Council, whichever comes first.

Staff Resources:

The Working Group will be supported by the Public Works staff including the responsibility for developing meeting agenda items, preparing presentation materials, scheduling meeting rooms and recording meeting minutes. Clerk's secretariat support is not required for the Working Group.