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The Regional Municipality of Durham

MINUTES

FINANCE & ADMINISTRATION COMMITTEE

Tuesday, March 10, 2020

A regular meeting of the Finance & Administration Committee was held on Tuesday, March 10, 2020 in the Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby, Ontario at 9:30 AM

Present: Councillor Foster, Chair
Councillor Collier, Vice-Chair
Councillor Ashe
Councillor Drew
Councillor Leahy
Councillor Mulcahy attended the meeting at 9:35 AM
Regional Chair Henry

Also

Present: Councillor Wotten

Absent: Councillor Nicholson was absent due to physical capacity limitations

Staff

Present: E. Baxter-Trahair, Chief Administrative Officer
S. Austin, Director, Corporate Policy and Strategic Initiatives, Office of the CAO
B. Bridgeman, Commissioner of Planning and Economic Development
K. Chakravarthy, Chief Information Officer, Corporate Services – IT
S. Danos-Papaconstantinou, Commissioner of Social Services
J. Demanuele, Director of Business Services, Works Department
W. Holmes, General Manager, DRT
J. Hunt, Director, Legal Services, Corporate Services – Legal
R. Inacio, Systems Support Specialist, Corporate Services - IT
R.J. Kyle, Commissioner and Medical Officer of Health
T. Lavery, Manager, Corporate Communications
M. Simpson, Director, Financial Planning & Purchasing
N. Taylor, Commissioner of Finance
R. Walton, Regional Clerk/Director of Legislative Services
G. Williams, Director, Corporate Communications
T. Fraser, Committee Clerk, Corporate Services – Legislative Services

1. Declarations of Interest

There were no declarations of interest.

2. Adoption of Minutes

Moved by Councillor Leahy, Seconded by Councillor Ashe,
(32) That the minutes of the regular Finance & Administration Committee meeting held on Tuesday, February 11, 2020, be adopted.

CARRIED

3. Statutory Public Meetings

There were no statutory public meetings.

4. Delegations

There were no delegations to be heard.

5. Presentations

There were no presentations to be heard.

6. Administration

6.1 Correspondence

There were no communications to consider.

6.2 Reports

A) The Regional Municipality of Durham's Accessibility Advisory Committee's 2019 Annual Report and 2020 Workplan (2020-A-5)

Report #2020-A-5 from E. Baxter-Trahair, Chief Administrative Officer, was received.

Moved by Councillor Leahy, Seconded by Councillor Drew,
(33) That we recommend to Council:

A) That Report #2020-A-5 of the Chief Administrative Officer be received for information as The Regional Municipality of Durham's Accessibility Advisory Committee's 2019 Annual Report; and

B) That The Regional Municipality of Durham's Accessibility Advisory Committee's 2020 Workplan be approved.

CARRIED

- B) Authorization to extend the Agreement with CompuCom Canada for provision of Desktop Computers and Monitors, Laptops, Tablets and related Services (2020-A-6)
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Report #2020-A-6 from D. Beaton, Commissioner of Corporate Services, was received.

K. Chakravarthy responded to a question with respect to whether the original request for proposals included a provision to extend the agreement.

Moved by Councillor Drew, Seconded by Councillor Leahy,
(34) That we recommend to Council:

- A) That the Agreement with CompuCom Canada Ltd. for provision of Desktop Computers and Monitors, Laptops, Tablets and related services be extended for eighteen (18) months at a total estimated cost of \$2,160,000; and
- B) That the Commissioner of Finance be authorized to execute any related, required agreements and amendment agreements.

CARRIED

- C) Authorization to utilize the Province of Ontario Vendor of Record (VOR) Arrangement # 'OSS Tender 6065' and enter into separate agreements with Softchoice LP for provision of x86-64 Servers (small/medium/large blade and rack), related Components and Services, and with CompuCom Canada Co. for provision of Hyper-Converged Infrastructure Appliance Solution and related Services during the term of the VOR including extensions (2020-A-7)
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Report #2020-A-7 from D. Beaton, Commissioner of Corporate Services, was received.

Moved by Councillor Leahy, Seconded by Councillor Drew,
(35) That we recommend to Council:

- A) That the Region of Durham be authorized to enter into two (2) separate agreements with Softchoice LP and with CompuCom Canada Co. through the Province of Ontario Vendor of Record (VOR) Arrangement # 'OSS Tender 6065' and during the term of the VOR Arrangement including any extensions, for provision of a Hyper-Converged Infrastructure (HCI) solution at the total estimated cost of \$300,000 plus annual support and maintenance at the estimated cost of \$30,000; and
- B) That the Commissioner of Finance be authorized to sign all related agreements and amendments to the agreements and issue purchase orders for provision of the requirements.

CARRIED

D) Expanding the Region's Tree Canopy on Private Residential Properties
(2020-A-8)

Report #2020-A-8 from E. Baxter-Trahair, Chief Administrative Officer, was received.

S. Austin responded to a question with respect to the size of tree and services provided by LEAF's backyard tree planting program.

Moved by Councillor Collier, Seconded by Councillor Drew,
(36) That we recommend to Council:

- A) That Regional Council approve a 2020 allocation of \$80,000 to Local Enhancement and Appreciation of Forests (LEAF) from the 2020 CAO's Office operating budget; and
- B) That Regional Council direct the Manager of Sustainability to enter into a program agreement with LEAF and participating local area municipalities to deliver the backyard tree planting program in 2020, with terms and conditions satisfactory to the Office of the CAO and in a form satisfactory to Legal Services and Risk Management.

CARRIED

E) Revised Terms of Reference for the Durham Region Roundtable on Climate Change (2020-A-9)

Report #2020-A-9 from E. Baxter-Trahair, Chief Administrative Officer, was received.

S. Austin outlined the proposed changes to the Durham Region Roundtable on Climate Change (DRRCC) Terms of Reference. She also advised that the DRRCC has reviewed the frequency of meetings and is reviewing the day of the week meetings are on.

S. Austin responded to a question with respect to the possibility of inviting a staff representative to attend on behalf of Members of Parliament and Members of Provincial Parliament.

Moved by Regional Chair Henry, Seconded by Councillor Leahy,
(37) That we recommend to Council:

That the revised Terms of Reference for the Durham Region Roundtable on Climate Change, as detailed in Attachment 1 to Report #2020-A-9, be approved.

CARRIED AS AMENDED LATER IN THE
MEETING

(See Following Motion)

Moved by Councillor Leahy, Seconded by Councillor Drew,
(38) That the main motion (37) of Regional Chair Henry and Councillor Leahy be amended to add the following as a new Part B):

'B) That the proposed Terms of Reference for the Durham Region Roundtable on Climate Change be amended by deleting section 9.4.'

CARRIED

The main motion (37) of Regional Chair Henry and Councillor Leahy was then put to a vote and CARRIED AS AMENDED.

7. Finance

7.1 Correspondence

There were no communications to consider.

7.2 Reports

A) Write-off of Arrears of Former Tenants of the Durham Regional Local Housing Corporation for the Year Ended December 31, 2019 (2020-F-5)

Report #2020-F-5 from N. Taylor, Commissioner of Finance, was received.

Moved by Councillor Leahy, Seconded by Councillor Drew,
(39) That the Finance and Administration Committee approve the write-off totaling \$40,788.75 of outstanding arrears of twenty-eight (28) former tenants of the Durham Regional Local Housing Corporation, whose amounts owing are less than \$10,000 each.

CARRIED

B) The Remuneration and Expenses in 2019 of Members of Regional Council and Regional Council Appointees to Local Boards, as Required by Section 284(1) of the Municipal Act, 2001, S.O. 2001, c. 25 (2020-F-6)

Report #2020-F-6 from N. Taylor, Commissioner of Finance, was received.

N. Taylor advised that a revised page 5 to Schedule #3 of Report #2020-F-6 will be provided following the meeting to remove the expenses reported in relation to the 9-1-1 Management Board.

Moved by Councillor Leahy, Seconded by Councillor Drew,
(40) That we recommend to Council:

That Report #2020-F-6 of the Commissioner of Finance be received for information.

CARRIED

C) Updates to the Budget Management Policy and Purchasing By-law (2020-F-7)

Report #2020-F-7 from N. Taylor, Commissioner of Finance, was received.

N. Taylor provided a brief overview of the objectives for updating the budget management policy and purchasing by-law.

N. Taylor responded to questions with respect to the budgetary thresholds and approval process; the reporting of changes; when the budget management policy was last updated; and the process for unexpended funds.

Moved by Councillor Leahy, Seconded by Councillor Drew,
(41) That we recommend to Council:

- A) That the existing Budget Management Policy be repealed;
- B) That the Budget Management Policy, generally in the form as set out in Attachment #1 of Report #2020-F-7 of the Commissioner of Finance, be approved;
- C) That the current Purchasing By-law No. 68-2000, as amended, be repealed;
- D) That a new Purchasing By-Law, generally in the form as set out in Attachment #3 of Report #2020-F-7 be approved; and
- E) That the Regional Solicitor prepare the by-law required to repeal and replace the current Purchasing By-Law.

CARRIED

D) Confirmation of the Region's Triple "A" Credit Rating by S&P Global Ratings (2020-F-8)

Report #2020-F-8 from N. Taylor, Commissioner of Finance, was received.

N. Taylor responded to questions with respect to the benefits of having a Triple "A" credit rating, and the number of debentures issued by the Region.

Moved by Councillor Leahy, Seconded by Councillor Drew,
(42) That Report #2020-F-8 of the Commissioner of Finance be received for information.

CARRIED

8. Advisory Committee Resolutions

There were no advisory committee resolutions to be considered.

9. Confidential Matters

There were no confidential matters to be considered.

10. Other Business

There was no other business to be considered.

11. Date of Next Meeting

The next regularly scheduled Finance & Administration Committee meeting will be held on Tuesday, April 14, 2020 at 9:30 AM in Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby.

12. Adjournment

Moved by Councillor Collier, Seconded by Councillor Leahy,
(43) That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:58 AM

Respectfully submitted,

A. Foster, Chair

T. Fraser, Committee Clerk