

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2097.

## **The Regional Municipality of Durham**

### **MINUTES**

#### **FINANCE & ADMINISTRATION COMMITTEE**

**Tuesday, September 14, 2021**

A regular meeting of the Finance & Administration Committee was held on Tuesday, September 14, 2021 in the Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby, Ontario at 9:30 AM. Electronic participation was offered for this meeting.

#### **1. Roll Call**

Present: Councillor Foster, Chair  
Councillor Collier, Vice-Chair  
Councillor Ashe  
Councillor Drew  
Councillor Leahy  
Councillor Mulcahy  
Councillor Nicholson  
Regional Chair Henry  
**\*all members of Committee participated electronically**

Also  
Present: Councillor Grant  
Councillor Highet  
Councillor Pickles attended later in the meeting  
Councillor Smith attended later in the meeting  
Councillor Wotten

Staff  
Present: S. Austin, Director, Strategic Initiatives  
E. Baxter-Trahair, Chief Administrative Officer  
D. Beaton, Commissioner of Corporate Services  
B. Bridgeman, Commissioner of Planning & Economic Development  
K. Chakravarthy, Chief Information Officer  
S. Danos-Papaconstantinou, Commissioner of Social Services  
J. Demanuele, Director of Business Services, Works Department  
J. Dixon, Director, Business Affairs & Financial Management, Social Services Department  
T. Fraser, Committee Clerk, Corporate Services – Legislative Services  
A. Hector-Alexander, Director of Diversity, Equity, and Inclusion  
W. Holmes, General Manager, DRT  
L. Huinink, Director, Rapid Transit and Transit Oriented Development  
J. Hunt, Regional Solicitor/Director of Legal Services, Corporate Services – Legal

R. Inacio, Systems Support Specialist, Corporate Services – IT  
J. Kilgour, Director, DEMO  
M. Laschuk, Director, Family Services, Social Services Department  
N. Pincombe, Director, Business Planning & Budgets  
A. Robins, Director, Housing Services, Social Services Department  
M. Simpson, Director, Risk Management, Economic Studies and  
Procurement  
S. Siopis, Commissioner of Works  
N. Taylor, Commissioner of Finance  
L. Fleury, Legislative Officer and Deputy Clerk Pro Tem, Corporate Services  
– Legislative Services

**2. Declarations of Interest**

There were no declarations of interest.

**3. Adoption of Minutes**

Moved by Councillor Ashe, Seconded by Councillor Mulcahy,  
(58) That the minutes of the regular Finance & Administration Committee  
meeting held on Tuesday, June 8, 2021, be adopted.  
CARRIED

**4. Statutory Public Meetings**

There were no statutory public meetings.

**5. Delegations**

**5.1 Lorrie Hagen, Executive Director, Marlene Grass, Founder and Director, and Serge Babin, Board Chair and parent, The Charles H. Best Diabetes Centre re: Building on the Best Expansion Campaign (2021-F-21) [Item 8.2 C)]**

Lorrie Hagen, Marlene Grass, and Serge Babin, participating electronically, provided a PowerPoint presentation regarding The Charles H. Best Diabetes Centre Expansion Campaign. A copy of this presentation was distributed electronically to the Committee. Highlights of the presentation included:

- For more than 300,000 Canadians living with type 1 diabetes, each day brings multiple decisions and challenges to manage a life-threatening disease
- Incidence in Canada is growing at an estimated rate of 5.1% per year. This is higher than the global average.
- The reality is the Best Centre will need to double in size by 2027 to address demand
- Located in north Whitby, caring for patients from every corner of Durham, all ages and stages

- Type 1 diabetes is a life-threatening chronic illness requiring 24/7 attention and frequent education from professionals
- Canada's only centre (since 1989) dedicated to the underserved community of type 1 diabetes
- Why expand the Best Centre?
  - Our centre is located in the epicentre of Durham Region. Patients and families come from all 8 Durham municipalities.
  - Each year, we care for approximately 2,000 patients and conduct more than 20,000 interactions per year to support patients living with type 1 diabetes
  - The demand for our patient services has increased consistently. Average annual increase of approximately 15% over the last decade
  - Delivery of healthcare and mental health support with an interdisciplinary clinical team
- Building on the Best-Vision
  - New fully accessible main welcome area
  - Doubling patient education space and clinic capacity
  - New large group education and event room
- Campaign progress
  - Total raised to date is \$1.2 million
  - \$1.5 million Federal pledge letter of support
  - Formal request letters sent to Province for \$1.5 million

L. Hagen and S. Babin responded to questions from the Committee.

Moved by Councillor Collier, Seconded by Councillor Mulcahy,

(59) That the delegation regarding the Charles H. Best Diabetes Centre Expansion Campaign be referred to Item 8.2 C), Report #2021-F-21, and that the order of the agenda be altered to consider Report #2021-F-21 at this time.

CARRIED

## 8.2 Reports

### C) Charles H. Best Diabetes Centre Community Investment Grant Request (2021-F-21)

---

Report #2021-F-21 from N. Taylor, Commissioner of Finance, was received.

Moved by Councillor Ashe, Seconded by Councillor Mulcahy,

(60) That we recommend to Council:

- A) That a Community Investment Grant of \$340,125, representing 7.5 per cent of the \$4.535 million eligible capital budget, be approved, in principle, to Charles H. Best Diabetes Centre (Best Centre) for the capital expansion of their current facility in order to provide the necessary community support

needed for the project to obtain grant funding from senior levels of government;

- B) That the final approval, along with any disbursements of funds, be subject to the submission of final capital construction cost estimates and be conditional on both the proposed project remaining as detailed in their submission to the Region and the project receiving sufficient funding from other sources that will allow for project completion;
- C) That, subject to the satisfaction of approval conditions, a funding agreement be established between the Region of Durham and the Best Centre outlining the following terms and condition of payment:
  - Milestones to be achieved over the term of the agreement
  - Amount and timing of payment after milestone completion
  - Annual project reporting
  - Recognition of funding from the Region of Durham; and
- D) That the Regional Chair and Regional Clerk be authorized to execute the funding agreement.

CARRIED

## **6. Presentations**

- 6.1 Nancy Taylor, Commissioner of Finance, and Nicole Pincombe, Director, Business Planning and Budgets, re: 2022 Regional Business Plans and Property Tax Supported Budget Guideline (2021-F-20) [Item 8.2 B]

E. Baxter-Trahair, CAO, provided introductory remarks. She noted that the 2022 budget guideline was developed in consultation with all Regional departments, Durham Regional Police Service (DRPS) and Durham Region Transit (DRT), and through detailed review of 2022 to 2026 operating pressures and 2022 to 2031 capital priorities. She added that the Region provides services which are essential and the 2022 budget focusses on strategic priorities with limited new initiatives. She added that COVID-19 response and recovery, were taken into consideration when developing the guideline for 2022. She thanked departments and all agencies who participated for their hard work in developing the guideline and noted that the budget will be presented for approval in February.

N. Taylor and N. Pincombe provided a PowerPoint presentation outlining the details of the 2022 Regional Business Plans and Property Tax Supported Budget Guideline. Highlights of the presentation included:

- Purpose and Use of Guideline
- Economic Overview – Development Charges and Assessment Growth
- 2022 Budget Priorities
- 2022 Projected Base Budget Pressures

- 2022 Estimated COVID-19 Impacts
- 2022 Preliminary Provincial Funding Impacts
- Legislative and Regulatory Impacts
- Potential 2022 Initiatives in:
  - Environmental Sustainability
  - Community Vitality
  - Economic Prosperity
  - Social Investments
  - Service Excellence
- Community Investment Grant – Healthcare Funding
- Proposed 2022 Property Tax Guideline and Next Steps
- 2022 Business Plans and Budget – Preliminary Key Dates

Moved by Councillor Leahy, Seconded by Regional Chair Henry,  
(61) That the order of the agenda be altered to consider Item 8.2 B), Report #2021-F-20 at this time.

CARRIED

## 8.2 Reports

### B) 2022 Reginal Business Plans and Property Tax Supported Budget Guideline (2021-F-20)

---

Report #2021-F-20 from N. Taylor, Commissioner of Finance, was received.

Staff responded to questions with respect to the purchase of electric vehicles including which departments will be using them and when; the effect of provincial changes to the Ontario Senior's Dental Program; when the Province will clarify funding availability for 2022; the status and effect of MPAC reassessments on property owners; and when operating budgets will be provided for supportive housing programs.

An additional question was asked with respect to why the budget guideline is presented as a 2% overall tax impact, with an additional 0.25% for the Police Services Board, and an additional 0.25% for healthcare investments, rather than simply stated as a 2.5% overall tax impact. N. Taylor advised that it is presented in this way to delineate Council's priorities outside of the main budget envelope.

Moved by Councillor Leahy, Seconded by Councillor Collier,  
(62) That we recommend to Council:

- A) That the following detailed direction and guidelines for the 2022 Business Plans and Budgets for the Durham Regional Police Services Board, Conservation Authorities, Regional Operations and other Outside Agencies be approved:

- i. The 2022 Property Tax Guideline not exceed an overall tax impact of 2.0 per cent compared to the 2021 approved budget with an additional 0.25 per cent dedicated to the Durham Regional Police Services Board to fund the incremental costs for year two of the body worn camera implementation and other strategic priorities of the Durham Regional Police Services Board and a further 0.25 per cent dedicated to fund future healthcare investments under the Region's Community Investment Grant Policy;
  - ii. The 2022 Business Plans and Budget for the Durham Regional Police Services Board not exceed \$230.67 million, an increase of 3.35 per cent compared to the 2021 approved budget plus an additional \$1.81 million to fund the incremental costs for year two of the body worn camera implementation (\$531,860) and other strategic priorities of the Durham Regional Police Services Board (\$1.28 million); and
  - iii. The 2022 Operating Budget for each Conservation Authority not exceed an increase of 2.5 per cent, plus or minus any current value assessment adjustments, and the 2022 Special Benefitting Programs Budget for each Conservation Authority not exceed an increase of 1.5 per cent, plus or minus any current value assessment adjustments, compared to the 2021 approved budget;
- B) That the preliminary timetable for the 2022 Regional Business Plans and Budgets be approved, as outlined in Attachment #2 to Report #2021-F-20 of the Commissioner of Finance, which includes the following key dates:
  - i. December 22, 2021 – final Regional Council approval of the 2022 Water Supply and Sanitary Sewerage Business Plans and Budgets;
  - ii. February 23, 2022 – final Regional Council approval of all 2022 Property Tax Supported Business Plans and Budgets; and
- C) That copies of Report #2021-F-20 be forwarded to the Durham Regional Police Services Board, Durham Region Transit Commissioner, Conservation Authorities, Durham Regional Local Housing Corporation, and other Outside Agencies to guide the development of detailed 2022 Business Plans and Budgets.

CARRIED

## **7. Administration**

### **7.1 Correspondence**

There were no communications to consider.

7.2 Reports

A) National Day for Truth and Reconciliation (2021-A-14)

---

Report #2021-A-14 from D. Beaton, Commissioner of Corporate Services, was received. D. Beaton responded to a question with respect to the Province's decision not to recognize the National Day for Truth and Reconciliation as a holiday and whether that impacts employees at the Region.

Moved by Councillor Mulcahy, Seconded by Councillor Leahy,  
(63) That Report #2021-A-14 of the Commissioner of Corporate Services be received for information.

CARRIED

B) Appointment of the Regional Fire Coordinator and Deputy Fire Coordinator (2021-A-15)

---

Report #2021-A-15 from J. Kilgour, Director of Emergency Management, was received.

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

- A) That Scugog Fire Chief Mark Berney be appointed Regional Fire Coordinator effective August 1, 2021;
- B) That Pickering Deputy Fire Chief Stephen Boyd be re-appointed Deputy Regional Fire Coordinator, effective August 1, 2021; and
- C) That honoraria for these positions be provided as per the annual Regional budget.

CARRIED

C) Authorization to Extend the Agreement with CompuCom Canada for Provision of Desktop Computers and Monitors, Laptops, Tablets and Related Services (2021-A-16)

---

Report #2021-A-16 from D. Beaton, Commissioner of Corporate Services, was received. N. Taylor responded to a question with respect to purchasing initiatives being considered by the GTHA CAO's.

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

- A) That a single source extension to the agreement with CompuCom Canada Ltd. for the provision of Desktop Computers and Monitors, Laptops, Tablets and related services, for twelve (12) months from November 7, 2021 to November 7, 2022, at a total estimated cost of \$2,000,000 to be funded from

the Region's approved annual Business Plans and Budget, be approved on the same terms and conditions; and

- B) That the Commissioner of Finance be authorized to execute any related, required agreements and amendment agreements.

CARRIED

D) Extension of McAfee Security/Encryption Standardization (2021-A-17)

---

Report #2021-A-17 from D. Beaton, Commissioner of Corporate Services, was received.

Moved by Councillor Leahy, Seconded by Councillor Nicholson,  
(66) That we recommend to Council:

That the McAfee suite of security products be approved as the corporate standard for the security and protection of the Region's information technology assets for a 3-year term in order to ensure uniformity within and across the Region's information technology assets.

CARRIED

E) Appointment of a Youth Member to the Durham Region Roundtable on Climate Change (DRRCC) (2021-A-18)

---

Report #2021-A-18 from E. Baxter-Trahair, Chief Administrative Officer, was received.

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

That Peter Cohen, member of Climate Justice Durham, be appointed to the Durham Region Roundtable on Climate Change (DRRCC) as a citizen at-large youth member.

CARRIED

**8. Finance**

**8.1 Correspondence**

A) Information Report #2021-INFO-90: 2020 Annual Investment Report

---

Moved by Regional Chair Henry, Seconded by Councillor Mulcahy,  
(68) That Information Report #2021-INFO-90: 2020 Annual Investment Report, be received for information.

CARRIED



## 8.2 Reports

- A) The Issuance of Debentures on Behalf of the City of Pickering, the City of Oshawa, the Township of Uxbridge, and The Regional Municipality of Durham ("Region") (2021-F-19)
- 

Report #2021-F-19 from N. Taylor, Commissioner of Finance, was received. Staff responded to a question with respect to changing interest rates.

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

- A) That the Commissioner of Finance be authorized to issue external debentures, in a total principal amount not to exceed \$80,935,000 on behalf of the City of Pickering, the Township of Uxbridge, and the Region over various terms, as set out below, with such terms not to exceed 20 years and at an average net yield not to exceed 5.00 per cent relating to the financing requirements as indicated below:

	<u>Amount</u> (Not to Exceed)	<u>Term</u> (Not to Exceed)
<b><u>City of Pickering</u></b>		
Construction of a New Fire Station and Headquarters on Zent Drive	\$8,978,000	20 Years
Chestnut Hill Developments Recreational Complex - Lobby & Core Area Renovations – Construction	\$5,600,000	20 Years
Fire Pumper Rescue Replacement Project	<u>\$990,000</u>	15 Years
Subtotal City of Pickering	<u>\$15,568,000</u>	
<b><u>Township of Uxbridge</u></b>		
Aerial Apparatus	<u>\$1,500,000</u>	10 Years
<b><u>The Regional Municipality of Durham</u></b>		
Durham Regional Police Services – Clarington Phase 2 Complex	\$63,867,000	10 Years
<b>TOTAL EXTERNAL DEBENTURE REQUIREMENTS</b>	<u><b>\$80,935,000</b></u>	

- B) That authorization be given to issue an internal debenture for and on behalf

of the City of Oshawa in an amount of \$2,442,000 on the basis that the City of Oshawa will purchase the Oshawa Debenture using reserve funds of the City of Oshawa as requested by the City;

- C) That the Commissioner of Finance be authorized to amend the proposed terms and conditions of the external debenture issue as deemed necessary by the Fiscal Agents in order to successfully market the issue to prospective investors on the basis that the Region may purchase all or part of the debentures; and

- D) That the Region be authorized to issue the external debentures through CDS Clearing and Depository Services Inc.'s "Book Entry Only" system.

CARRIED

- B) 2022 Reginal Business Plans and Property Tax Supported Budget Guideline (2021-F-20)
- 

This matter was considered earlier in the meeting. [See Item 8.2 B) on pages 5 and 6.]

- C) Charles H. Best Diabetes Centre Community Investment Grant Request (2021-F-21)
- 

This matter was considered earlier in the meeting. [See Item 8.2 C) on pages 3 and 4.]

- D) Public Process for the Proposed Amendments to Seaton Water Supply and Sanitary Sewerage Area Specific Development Charge By-law No. 38-2019 (2021-F-22)
- 

Report #2021-F-22 from N. Taylor, Commissioner of Finance, was received.

Moved by Councillor Ashe, Seconded by Councillor Leahy,  
(70) That we recommend to Council:

- A) That the Statutory Public Meeting of Regional Council, as required by the Development Charges Act, 1997 be held on October 27, 2021 in the Regional Council Chambers, or virtually if required by public health guidelines, at the beginning of the regular Regional Council meeting to consider the proposed amendments to the Seaton Water Supply and Sanitary Sewerage Area Specific Development Charge By-law No. 38-2019 in order to align this by-law with the changes to the Development Charges Act, 1997 and to update the capital cost estimates;
- B) That the proposed Seaton Water Supply and Sanitary Sewerage Area Specific Development Charge By-law Amendments and Background Study, as required by the Development Charges Act, 1997, be released to the

public at no charge upon request to the Regional Clerk's Department, commencing October 12, 2021;

- C) That staff be authorized to place appropriate notification in newspapers of sufficient general circulation in Durham Region and the Regional website setting forth the date, time, location and purpose of the Statutory Public Meeting and the date and contact for the release of the proposed Development Charge By-law amendment and Background Study;
- D) That the consulting firm of Watson & Associates Economists Ltd. and legal firm of WeirFoulds LLP be retained to assist staff with the preparation of the Development Charge Background Study and amending By-law at a cost of up to \$20,000, to be financed from the Seaton Area Specific Development Charges Reserve Fund (50% from the Water Supply ASDC and 50% from the Sanitary Sewer ASDC); and
- E) That the Commissioner of Finance be authorized to execute the necessary agreements.

CARRIED

- E) Authorization to Undertake a Comprehensive Review and Update of the Region's Transit Development Charge By-law (2021-F-23)

Report #2021-F-23 from N. Taylor, Commissioner of Finance, was received.

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

- A) That a comprehensive review and update of the Region's Regional Transit Development Charge By-law and related policies and the subsequent preparation of the new Development Charges By-law for consideration in the spring of 2022 as required by legislation, be undertaken;
- B) That the following outside consulting and legal services be retained, at an estimated cost not to exceed \$180,000, to provide the technical expertise with the preparation of the Regional Transit Development Charge By-law and Background Study as follows:
  - i. The consulting firm of Watson & Associates Economists Ltd. be retained to assist with the development of the Regional Transit Development Charge Background Study, including the residential and non-residential planning forecasts and policy framework;
  - ii. The legal firm of WeirFoulds LLP be retained to prepare the new Regional Transit Development Charge By-law, ensuring the new by-law complies with the requirements of the Development Charges Act; and

- iii. The consulting firm of HDR Inc. be retained to provide the technical expertise with the preparation of the ridership forecasts and capacity for all modes of transit, the planned level of service for the ten-year forecast period, and detailed service analysis necessary to support the Regional Transit Development Charge Study;

- C) That the cost of these external consulting and legal services expenditures, in the estimated amount of up to \$180,000, be financed as follows:

Development Charge Studies Reserve Fund	\$123,480	68.6%
Property Taxes	<u>56,520</u>	31.4%
Total	<u>\$180,000</u>	

With the property tax portion to be funded at the discretion of the Commissioner of Finance; and

- D) That the Commissioner of Finance be authorized to execute the necessary agreements.

CARRIED

- F) Financing Update for 2021 Approved Investing in Canada Infrastructure Program (ICIP) – Public Transit Stream Projects (2021-F-24)

Report #2021-F-24 from N. Taylor, Commissioner of Finance, was received.

Moved by Councillor Mulcahy, Seconded by Councillor Ashe,  
(72) That we recommend to Council:

That the following updated gross costs and financing for 2021 Highway 2 Bus Rapid Transit be approved:

		Financing				
		ICIP Grant	Roads Residential Development Charges	Roads Commercial Development Charges	Regional Roads Reserve	Transit Capital Reserve
	Gross Cost	Funding				
<b>Pickering Median BRT</b>						
Property	11,700,000	-	7,616,700	870,480	2,393,820	819,000
Design/Utility/Construction	8,250,000	6,049,725	1,432,379	163,700	450,176	154,020
<b>Subtotal</b>	<b>19,950,000</b>	<b>6,049,725</b>	<b>9,049,079</b>	<b>1,034,180</b>	<b>2,843,996</b>	<b>973,020</b>
<b>Ajax/Whitby/Oshawa BRT</b>						
Property	9,000,000	-	3,769,150	430,760	1,184,590	3,615,500
Design/Utility/Construction	4,000,000	2,933,200	432,001	49,372	135,772	449,655
<b>Subtotal</b>	<b>13,000,000</b>	<b>2,933,200</b>	<b>4,201,151</b>	<b>480,132</b>	<b>1,320,362</b>	<b>4,065,155</b>
<b>Total</b>	<b>32,950,000</b>	<b>8,982,925</b>	<b>13,250,230</b>	<b>1,514,312</b>	<b>4,164,358</b>	<b>5,038,175</b>

CARRIED

**9. Advisory Committee Resolutions**

There were no advisory committee resolutions to be considered.

**10. Confidential Matters**

There were no confidential matters to be considered.

**11. Other Business**

There was no other business to be considered.

**12. Date of Next Meeting**

The next regularly scheduled Finance & Administration Committee meeting will be held on Tuesday, October 12, 2021 at 9:30 AM in Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby.

**13. Adjournment**

Moved by Councillor Nicholson, Seconded by Councillor Leahy,  
(73) That the meeting be adjourned.

CARRIED

The meeting adjourned at 10:46 AM

Respectfully submitted,

---

A. Foster, Chair

---

L. Fleury, Legislative Officer