



The Regional Municipality of Durham

Finance & Administration Committee Agenda

Council Chambers
Regional Headquarters Building
605 Rossland Road East, Whitby

Tuesday, May 10, 2022

9:30 AM

Please note: In an effort to help mitigate the spread of COVID-19 and to comply with public health measures, this meeting will be held in a hybrid meeting format with electronic and limited in-person participation. It is encouraged that members of the public [view the Committee meeting](#) via live streaming, instead of attending the meeting in-person. If in-person attendance is required, arrangements must be made by emailing clerks@durham.ca prior to the meeting date. Individuals are required to complete passive screening prior to entering Regional Headquarters and must wear a mask or face covering while on the premises.

1. Roll Call

2. Declarations of Interest

3. Adoption of Minutes

A) Finance & Administration Committee meeting – April 12, 2022 Pages 4 - 10

4. Statutory Public Meetings

There are no statutory public meetings

5. Delegations

There are no delegations

6. Presentations

- 6.1 Kalyan Chakravarthy, Chief Information Officer, re: Technology & Cybersecurity Risk Program

7. Administration

7.1 Correspondence

7.2 Reports

- A) Appointment of New Members to the Durham Accessibility Advisory Committee (AAC) (2022-A-13) 11 - 13
- B) Delegation of Signing Authority to the Regional Chair and Chief Administrative Officer for Execution of Labour Relations/Employee Negotiations during Lame Duck Period (2022-A-14) 14 - 16

8. Finance

8.1 Correspondence

- A) Correspondence from the Town of Georgina, re: Resolution passed at their Council meeting held on March 2, 2022, in support of Federal funding for a Lake Simcoe Restoration Fund 17 - 20

Pulled from April 8, 2022 Council Information Package by Councillor Drew

Recommendation: Receive for information

8.2 Reports

- A) Modernization of the 9-1-1 Agreement with the Region of Durham, User Agencies and the Area Municipalities and Introduction of a Service Agreement between the Region of Durham and the Durham Region Police Services Board (2022-F-12) 21 - 26
- B) Sole Source Purchase for Supplemental Washroom Facilities to Support Daily Operations (2022-F-13) 27 - 29
- C) Youth Monthly Pass Incentives for the 2022/23 Secondary School Term (2022-F-14) 30 - 39

9. Advisory Committee Resolutions

There are no advisory committee resolutions to be considered

10. Confidential Matters

There are no confidential matters to be considered

11. Other Business

12. Date of Next Meeting

Tuesday, June 14, 2022 at 9:30 AM

13. Adjournment

Notice regarding collection, use and disclosure of personal information:

Written information (either paper or electronic) that you send to Durham Regional Council or Committees, including home address, phone numbers and email addresses, will become part of the public record. This also includes oral submissions at meetings. If you have any questions about the collection of information, please contact the Regional Clerk/Director of Legislative Services.

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, April 12, 2022

A regular meeting of the Finance & Administration Committee was held on Tuesday, April 12, 2022 in the Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby, Ontario at 9:30 AM

In the absence of the Chair and Vice-Chair, L. Fleury, Legislative Officer, called the meeting to order and asked for a motion to appoint a Chair for the meeting.

Moved by Councillor Ashe, Seconded by Regional Chair Henry,

(31) That Councillor Drew be appointed as Acting Chair for the April 12, 2022 Finance & Administration Committee meeting.

CARRIED

Councillor Drew assumed the Chair.

1. Roll Call

Present: Councillor Ashe
Councillor Drew
Councillor Leahy
Councillor Mulcahy
Councillor Nicholson
Regional Chair Henry

Also

Present: Councillor Dies
Councillor Wotten

Absent: Councillor Foster, Chair
Councillor Collier, Vice-Chair

Staff

Present: E. Baxter-Trahair, Chief Administrative Officer
D. Beaton, Commissioner of Corporate Services
N. Taylor, Commissioner of Finance
T. Fraser, Committee Clerk, Corporate Services – Legislative Services
A. Hector-Alexander, Director, Diversity, Equity and Inclusion
J. Hunt, Regional Solicitor/Director of Legal Services, Corporate Services – Legal
R. Inacio, Systems Support Specialist, Corporate Services - IT
C. Bandel, Acting Regional Clerk/Director of Legislative Services

L. Fleury, Legislative Officer and Deputy Clerk Pro Tem, Corporate Services
– Legislative Services

2. Declarations of Interest

There were no declarations of interest made.

3. Adoption of Minutes

Moved by Councillor Ashe, Seconded by Regional Chair Henry,
(32) That the minutes of the regular Finance & Administration Committee
meeting held on Tuesday, March 8, 2022, be adopted.

CARRIED

4. Statutory Public Meetings

There were no statutory public meetings.

5. Delegations

There were no delegations.

6. Presentations

There were no presentations to be heard.

7. Administration

7.1 Correspondence

- A) Correspondence from the Town of Ajax re: Resolution passed at their Council meeting held on February 28, 2022, in support of Bill C-229, the Banning Symbols of Hate Act
-

Moved by Councillor Ashe, Seconded by Councillor Mulcahy,
(33) That Correspondence from the Town of Ajax re: Resolution passed at their Council meeting held on February 28, 2022, in support of Bill C-229, the Banning Symbols of Hate Act be received for information.

CARRIED

- B) Correspondence from the Town of Ajax re: Resolution passed at their Council meeting held on February 28, 2022, in support of the NCCM Anti-Islamophobia Municipal Recommendations
-

Moved by Councillor Nicholson, Seconded by Councillor Mulcahy,
(34) That Correspondence from the Town of Ajax re: Resolution passed at their Council meeting held on February 28, 2022, in support of the NCCM

Anti-Islamophobia Municipal Recommendations be received for information.

CARRIED

7.2 Reports

A) The Regional Municipality of Durham 2022-2025 Multi-Year Accessibility Plan (2022-A-7)

Report #2022-A-7 from E. Baxter-Trahair, Chief Administrative Officer, was received. E. Baxter-Trahair thanked the Committee for developing the Plan and noted that Durham 311 is a significant step towards greater accessibility. Councillor Mulcahy, as the Council member representative on the Committee, also thanked the Committee for the fantastic work they do and noted how valued their contributions are.

Moved by Councillor Mulcahy, Seconded by Councillor Nicholson,
(35) That we recommend to Council:

That the Regional Municipality of Durham 2022-2025 Multi-Year Accessibility Plan be received for information.

CARRIED

B) Community Member Appointment to the Durham Regional Police Services Board (2022-A-8)

Report #2022-A-8 from D. Beaton, Commissioner of Corporate Services, was received.

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

A) That the proposed Durham Regional Police Services Board Community Member Appointment Recruitment and Selection Policy included as Attachment #1 to Report #2022-A-8 of the Commissioner of Corporate Services be approved; and

B) That the term of appointment for the current community member on the Durham Regional Police Services Board be extended to no later than the date that a new community member is appointed by Regional Council.

CARRIED

C) Durham Region Anti-Racism Taskforce 2022 Workplan (2022-A-9)

Report #2022-A-9 from E. Baxter-Trahair, Chief Administrative Officer, was received. E. Baxter-Trahair advised that she is a member on the Taskforce and noted that the Workplan includes four pillars that are achievable during this term.

She added that the Taskforce has already provided incredible advice to the Region.

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

That the 2022 Durham Region Anti-Racism Taskforce Workplan, as outlined in Attachment #1 to Report #2022-A-9 of the Chief Administrative Officer, be approved.

CARRIED

D) Council Approval of Procedures for Electronic Participation at Committee and Regional Council (2022-A-10)

Report #2022-A-10 from D. Beaton, Commissioner of Corporate Services, was received. D. Beaton noted that the procedures formalize what is already occurring during meetings. D. Beaton responded to a question with respect to the process for hybrid meetings which will include both in-person and remote participants. He explained that those participating in Council Chambers will use their devices for the camera function and will use the microphones and speakers in the room, and those participating remotely will continue in the same manner as present.

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

- A) That the attached procedures/practices for Electronic Participation be approved; and
- B) That the Regional Clerk, in consultation with the Regional Chair, be given the authority to make future revisions to the procedures for Electronic Participation, as required.

CARRIED

E) Policy regarding Appointments to Conservation Authorities (2022-A-11)

Report #2022-A-11 from D. Beaton, Commissioner of Corporate Services, was received. D. Beaton responded to a question with respect to whether the Conservation Authorities will be responsible for appointing representatives from the agricultural community.

Moved by Councillor Mulcahy, Seconded by Councillor Nicholson,
(39) That we recommend to Council:

- A) That the Regional policy regarding appointments to Conservation Authorities be amended by deleting the words "or appoint a citizen representative" so that the policy would read as follows:

“That only elected officials be appointed to the Conservation Authorities and further, that only members of Regional Council be appointed unless the municipalities have insufficient Regional Council representation, they shall be permitted to appoint a local Councillor to the Conservation Authority.”; and

- B) That a copy of Report #2022-A-11 of the Commissioner of Corporate Services be forwarded to the area municipalities for information.

CARRIED

F) Appointment of Regional Clerk for the Regional Municipality of Durham (2022-A-12)

Report #2022-A-12 from D. Beaton, Commissioner of Corporate Services, was received. D. Beaton advised that a very competitive process was held to recruit a Regional Clerk and he is pleased to announce that Alexander Harras was the successful candidate. He welcomed Alexander and thanked Cheryl Bandel for her efforts in acting as the Regional Clerk during the recruitment process. Chair Drew thanked C. Bandel as well and welcomed A. Harras.

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

- A) That Alexander Harras be appointed as Regional Clerk, effective April 27, 2022; and
B) That the necessary by-law to give effect to the foregoing appointment be prepared by Corporate Services – Legal Services.

CARRIED

8. Finance

8.1 Correspondence

8.2 Reports

There were no Finance Reports.

9. Advisory Committee Resolutions

9.1 Durham Region Anti-Racism Taskforce

- A) Resolution regarding DRART Letter of Support for Racialized Ukrainian Immigrants
-

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

That a letter be sent from the Durham Region Anti-Racism Taskforce to Regional Council and Durham MPs regarding the Federal government's decision to open the immigration programs in response to the war to Ukrainian citizens only and leave other groups who live in Ukraine who are refugees and immigrants, and who are mostly racialized, that do not have access to come to Canada.

CARRIED

10. Confidential Matters

There were no confidential matters to be considered.

11. Other Business

11.1 Use of Russian Products

Regional Chair Henry advised that he has been in discussion with N. Taylor with respect to how to stop the use of Russian steel or other Russian products through the Region's Purchasing By-law.

N. Taylor advised that in conjunction with Corporate Services – Legal, the Finance Department is investigating the option of amending the Purchasing By-law to require any company bidding on a Regional project to disclose if anyone included on a Sanctions List is part of their supply chain.

Regional Chair Henry suggested that direction be given to staff to continue to work on this initiative and the Committee consented.

12. Date of Next Meeting

The next regularly scheduled Finance & Administration Committee meeting will be held on Tuesday, May 10, 2022 at 9:30 AM in Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby.

13. Adjournment

Moved by Councillor Nicholson, Seconded by Regional Chair Henry,
(42) That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:50 AM

Respectfully submitted,

B. Drew, Acting Chair

L. Fleury, Legislative Officer



The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Chief Administrative Officer
Report: #2022-A-13
Date: May 10, 2022

Subject:

Appointment of new members to the Durham Accessibility Advisory Committee (AAC)

Recommendation:

That the Finance and Administration Committee recommends to Regional Council:

That the following people be appointed to the Durham Accessibility Advisory Committee:

Mr. Wayne Henshall – Community member; and

Ms. Lorrie Houston – Agency member.

Report:

1. Purpose

- 1.1 The Accessibility Advisory Committee's (AAC) Terms of Reference allow for an eleven-member committee. The purpose of this report is to facilitate appointments for the positions of community member as well as appoint a new representative from Community Care Durham.

2. Background

- 2.1 Under the Ontarians with Disabilities Act, 2001 (ODA), Durham Region was obligated to form an Accessibility Advisory Committee (AAC). A second piece of legislation, Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was proclaimed in 2005. However, the first Act was not repealed, and therefore, Durham must comply with both pieces of legislation. The requirement to have an AAC is still in effect.

3. Appointment of new members

3.1 The application process for the current nominees is the same as was for the original committee. After completing an application form an interview was held with each applicant. The selection criteria used to determine suitability to serve on the committee are:

- a. Knowledge of disability issues
- b. Experience with committees, volunteerism, community work
- c. Excellent communication skills
- d. Team building and collaboration skills
- e. Demonstrated commitment to projects/teams
- f. Ability to build trust and relationships.

3.2 Every effort is made to ensure that there is representation from a variety of disabilities, lived experiences and from different professional bodies.

The term of membership will correspond with the term of Regional Council and if a member resigns the Region will seek a replacement in accordance with the Terms of Reference.

Following Council's appointment of the membership, the first AAC meeting the new members will attend will be on June 28, 2022.

4. Relationship to the Strategic Plan

4.1 This report aligns with the following strategic goals and priorities in the Durham Region Strategic Plan:

- a. Goal 2 – Community Vitality, specifically Priority 2.5 – Build a healthy, inclusive, age-friendly community where everyone feels a sense of belonging.

5. Community Member Appointment

5.1 Mr. Wayne Henshall is a resident of Brooklin. His education and professional experience have allowed him to be a leader in the corporate world as well as in his community. He is a technology enthusiast who blends his skills and experience to work with businesses and people with different skills and abilities. He currently works at the Canadian National Institute for the Blind (CNIB). He has been involved in committee work and professional boards in the community where he shares his knowledge while advocating for the accessibility needs of all.

5.2 Mr. Henshall meets the eligibility criteria for membership in accordance with the AAC Terms of Reference.

6. Agency Member Appointment

- 6.1 Ms. Lorrie Houston is a resident of Ajax. Her education and professional experience have been focused on holistic client care coordination across the full spectrum of all community support services. She currently works for Community Care Durham as a Hub Manager for Pickering, Ajax, Whitby, and Oshawa. The Hub Manager works collaboratively with others around the region to ensure consistency in program and service delivery. She is also a central point of contact with local community stakeholders to ensure the programs offered are responsive to local needs and help attract new clients and volunteers. Her involvement as a volunteer at the local level on committees and boards has allowed her to share her knowledge, experience, and expertise as an advocate for members of our community who have needs related to aging and physical ability and accessible transportation.
- 6.2 Ms. Lorrie Houston meets the eligibility criteria for membership in accordance with the AAC Terms of Reference.

7. Conclusion

- 7.1 It is recommended that Mr. Wayne Henshall be appointed as community member and Ms. Lorrie Houston as agency member on the AAC.

8. Attachments

- 8.1 Attachment #1: Wayne Henshall's Resume **Under Separate Cover**
Attachment #2: Lorrie Houston's Resume **Under Separate Cover**

Recommended for Presentation to Committee

Original signed by

Elaine Baxter-Trahair
Chief Administrative Officer



The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Commissioner of Corporate Services
Report: #2022-A-14
Date: May 10, 2022

Subject:

Delegation of signing authority to the Regional Chair and Chief Administrative Officer for execution of Labour Relations/Employee Negotiations during Lame Duck Period

Recommendation:

That the Finance and Administration Committee recommends to Regional Council:

That the Regional Chair and Chief Administrative Officer be authorized to execute ratified negotiation agreements for potentially up to three collective bargaining units during the Lame Duck Period of Council provided that the terms of such agreements do not deviate from existing approved direction.

Report:

1. Purpose

- 1.1 The purpose of this report is to seek authority for the Chief Administrative Officer and the Regional Chair to execute ratification of collective bargained agreements during the Lame Duck period of Regional Council.

2. Background

- 2.1 The Region is currently a party to seven local collective agreements which include CUPE 132 (LTC), CUPE 1764 (Insider Workers), CUPE 1785 (Outside Workers), ONA 52 (Public Health), UNIFOR 222 (Transit), and two separate agreements for ONA 92 (LTC - Nursing). There is also one additional group from ONA 92 pending a new collective agreement making a total of eight collective bargaining sessions. These agreements are typically renewed every two to four years. It generally takes the Region three years to complete negotiations with all seven bargaining units. This period is often referred to as a “bargaining cycle”.
- 2.2 At present the Region has completed bargaining with three of the eight bargaining units and has been served notice to bargain from the remaining bargaining units.
- 2.3 One local combined a small group into the larger parent local as part of the bargaining process reducing the bargaining groups from nine to eight (CUPE 1764-04 merged with CUPE 1764). The ONA92 groups have expressed interest in amalgamating the three local agreements into a single agreement and staff are working on that. In the end this will reduce the number of bargaining units to six from the original nine before the various merges.
- 2.4 With the potential of a Lame Duck Council this could delay ratification and potentially impede a timely bargaining cycle.
- 2.5 As such, staff are requesting that the Regional Chair and Chief Administrative Officer be authorized to execute collective bargaining agreements that have been ratified by the respective bargaining group.
- 2.6 Per confidential report 2020-COW-9 approved by Regional Council which outlines the Region’s direction with respect to bargaining, staff would ensure that Council direction is followed before reaching an agreement with the collective bargaining units.
- 2.7 The Commissioner of Corporate Services would report back to Council in January 2023 with confidential information reports as to the agreements that were finalized during the Lame Duck Council period.

3. Relationship to Strategic Plan

3.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

- a. Goal 5: Service Excellence. Objective: To provide exceptional value to Durham taxpayers through responsive, effective and fiscally sustainable service delivery.
 - 5.1 Optimize resources and partnerships to deliver exceptional quality services and value
 - 5.4 Drive organizational success through innovation, a skilled workforce, and modernized services

4. Conclusion

4.1 That the Regional Chair and Chief Administrative Officer be authorized to execute ratified contract negotiations during the Lane Duck Council period and that the Commissioner of Corporate Services report back in January 2023 with a confidential information update report on such agreements.

Respectfully submitted,

Original signed by

Don Beaton, BCom, M.P.A.
Commissioner of Corporate Services

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer



GEORGINA

OFFICE OF THE MAYOR

Corporate Services Department Legislative Services Division	
Date & Time Received:	April 04, 2022 11:10 am
Original To:	CIP
Copies To:	
Take Appropriate Action	<input type="checkbox"/> File <input type="checkbox"/>
Notes/Comments:	

Margaret Quirk, BASc
MAYOR

Resolution by Town of Georgina Council dated March 2, 2022

RESOLUTION NO. C-2022-0080

Moved By Councillor Neeson

Seconded By Councillor Fellini

WHEREAS Lake Simcoe is one of Ontario's largest watersheds, home to First Nations since time immemorial, and situated in the growing communities of Simcoe County, York Region, Durham Region, and the cities of Barrie and Orillia;

WHEREAS the watershed faces threats due to eutrophication, largely from phosphorus runoff and other contaminants into the lake and its tributaries;

WHEREAS the lake is a significant source of drinking water, as well as being integral for local recreation, tourism, agriculture and other key economic drivers;

WHEREAS the previous federal government funded a "Lake Simcoe Clean-Up Fund" of \$65 million over 10 years between 2007 - 2017, but that fund has not been renewed;

WHEREAS during the 2019 federal election, the Hon. Chrystia Freeland committed \$40 million over 5 years towards Lake Simcoe;

And WHEREAS during the 2021 federal election, the Liberal Party of Canada committed to "Implement a strengthened Freshwater Action Plan, including an historic investment of \$1 billion over 10 years. This plan will provide essential funding to protect and restore large lakes and river systems, starting with the Great Lakes-St. Lawrence River System, Lake Simcoe...";

And WHEREAS the Conservative Party of Canada also committed to re-funding the Lake Simcoe Clean-Up Fund in the 2019 and 2021 general elections with an investment of \$30 million over five years;

And WHEREAS, further to the Minister of the Environment and Climate Change's mandate letter dated December 16th, 2021, which directs the Minister to "...establish a Canada Water Agency and implement a strengthened Freshwater Action Plan, including a historic investment to provide funding to protect and restore large lakes and river systems, starting with the Great Lakes-St. Lawrence River System, Lake Simcoe..."

THEREFORE BE IT RESOLVED that the Council of the Town of Georgina:

1. Supports federal funding for a Lake Simcoe Restoration Fund that represents a significant percentage of the overall Freshwater Action Plan Fund, with funding in excess of previous commitments, beginning in the 2022 budget;

2. Asks that such funding be used to undertake:
 1. Shoreline mitigation and restoration, including in the tributaries of the Holland River, Maskinonge River, Black River, Pefferlaw River and the Holland Marsh;
 2. The assistance of the federal government to achieve up to or more than 40 percent high quality natural cover;
 3. Projects to ameliorate contaminated sites in the watershed;
 4. Upgrades to help retrofit municipal infrastructure such as wastewater and stormwater facilities to decrease total current discharges from existing facilities;
 5. Purchasing and conservation of more forests and wetlands under the auspices of the Lake Simcoe Region Conservation Authority (LSRCA); and
3. That a copy of this resolution, along with a letter from the Mayor, be sent to the federal Minister of Finance; the Minister of the Environment and Climate Change; the President of the Treasury Board; the Members of Parliament for York-Simcoe, Newmarket-Aurora, Barrie-Springwater-Oro-Medonte, Barrie-Innisfil, Simcoe North, Haliburton-Kawartha Lakes-Brock, and Durham; and to all Lake Simcoe-region municipalities and the LSRCA, with a request for their endorsement.

Carried Unanimously.



GEORGINA

OFFICE OF THE MAYOR

Margaret Quirk, BASc
MAYOR

March 29, 2022

The Honourable Chrystia Freeland PC MP
Deputy Prime Minister and Minister of Finance
Department of Finance Canada
House of Commons
Parliament Buildings
OTTAWA, Ontario K1A 0G5

Re: Lake Simcoe Restoration Fund

Honourable Deputy Prime Minister Freeland:

I am writing to you today to make a pre-budget submission in accordance with a motion presented by my colleague Councillor Dave Neeson and passed unanimously by members of the Town of Georgina Council asking that the federal government fulfil bipartisan commitments towards creating a Lake Simcoe Restoration Fund in the upcoming federal budget.

The motion is enclosed for your reference.

As you know, both local Liberal and Conservative MPs ran on the promise of restoring and exceeding funding that used to exist to help protect Lake Simcoe under the auspices of the Lake Simcoe Clean-up Fund. You yourself made such a commitment of a \$40-million fund during the 2019 election in Barrie. The commitment to a billion-dollar Freshwater Action Fund, which would include funding for Lake Simcoe, is in the Hon. Steven Guibeault's mandate letter as Minister of the Environment and Climate Change.

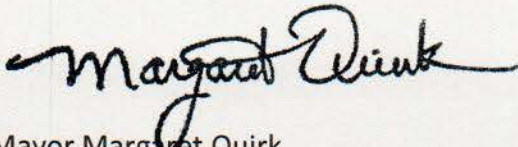
We ask that funding greater than previous commitments be invested to protect the Lake Simcoe watershed in this year's budget. Such funding should be over and above previous commitments given that funding for the Lake has been in hiatus since the previous fund expired in 2017, and due to inflationary pressures. As the motion outlines, such funding could be used for land conservation, shoreline restoration, cleaning up contaminated sites, reducing discharges from existing wastewater treatment plants, and other tangible means to restore the health of the watershed.

The Town of Georgina and other Lake Simcoe Region Municipalities, are growing and so we need to take environmental mitigation and restoration efforts seriously, alongside a federal partner.

I understand this motion has also passed in the Town of Bradford West Gwillimbury, the Town of Innisfil, the Town of Newmarket and is being considered by several other municipalities across our region, demonstrating, I believe, the great unity in our area for federal action to protect Lake Simcoe.

Thank you for considering this request.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Margaret Quirk". The signature is fluid and cursive, with the first name "Margaret" written in a larger, more prominent script than the last name "Quirk".

Mayor Margaret Quirk
Town of Georgina

cc:

Hon. Steven Guibeault, PC MP, Minister of Environment and Climate Change, House of Commons,
Ottawa, ON K1A 0A6

Hon. Mona Fortier PC MP, Federal President of the Treasury Board

Tony Van Bynen, Newmarket-Aurora MP

Scot Davidson, York-Simcoe MP

Doug Shipley, Barrie-Springwater-Oro-Medonte MP

John Brassard, Barrie-Innisfil MP

Adam Chambers, Simcoe-North MP

Jamie Schmale, Haliburton-Kawartha Lakes-Brock MP

Erin O'Toole, Durham MP

Lake Simcoe Region Conservation Authority c/o Robert Baldwin, CAO

Lake Simcoe-region Municipalities; Mayors and Councils



The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Commissioner of Finance
Report: #2022-F-12
Date: May 10, 2022

Subject:

Modernization of the 9-1-1 Agreement with the Region of Durham, User Agencies and the Area Municipalities and Introduction of a Service Agreement between the Region of Durham and the Durham Region Police Services Board

Recommendation:

The Finance and Administration Committee recommend to Regional Council that the legacy 9-1-1 agreement be replaced and a new service agreement be established while maintaining Regional Council's responsibility for the 9-1-1 Emergency System with Durham Regional Police Services to continue to provide the 9-1-1 operations through the following actions:

- A) The draft modernized system agreement be circulated to the Area Municipal CAOs by the Regional CAO for their input and presentation to their Councils for execution as users of the 9-1-1 system through the fire services and the Regional CAO be authorized to negotiate the final language of the agreement, while maintaining the intent as outlined in this report;
- B) The Regional CAO be authorized to negotiate with the DRPS CAO to finalize the new service agreement and present to the DRPS Board for execution, while maintaining the intent as outlined in this report; and
- C) The Regional Chair and Clerk be authorized to execute the modernized system agreement between the Region, the Durham Regional Police Services Board and the Area Municipalities, and a new service agreement between the Region and the Durham Regional Police Services Board, in a form satisfactory to the Regional Treasurer and Solicitor.

Report:**1. Purpose**

- 1.1 The purpose of this report is to provide an update to the Finance and Administration Committee and Regional Council regarding the need to replace the legacy 9-1-1 Agreement between the Region of Durham (the Region), the Durham Regional Police Services Board (the DRPS Board) and the Area Municipalities and obtain authorization to enter into new agreements with the parties. It is proposed that the legacy agreement be replaced with a modern system agreement complimented by a service agreement between the Region and the DRPS Board and an updated Policy Manual. The modernized System Agreement would focus on the governance and responsibilities of the 9-1-1 system within Durham Region, while the new Service Agreement between the Region and the DRPS Board would set out the expectations for performance and delivery of such services and address financial matters. The Policy Manual would set out the operational and procedural aspects and continue to be approved by the 9-1-1 Board and used by DRPS and User Agencies (i.e. police, fire, ambulance services) in the provision of 9-1-1 services.

2. Background

- 2.1 In 1989, on the recommendations of an inter-municipal task force, an emergency 9-1-1 telephone dialing system was established as a separate organization (Report #A/15-89), with the commitment of 100% Regional funding. It was created using the existing DRPS emergency answering bureau under the direction of an implementation committee of police, fire, ambulance services and the Region.
- 2.2 On April 3, 1991, Regional Council approved the execution of the 1991 agreement with the DRPS Board and the Area Municipalities (Report #91-A-14), which established the current 9-1-1 Board, along with the following provisions:
- Regional Council is responsible for the 9-1-1 Emergency Telephone Reporting System within the Durham Region boundaries with the 9-1-1 operations to be within the DRPS' Communication Service; and
 - The voting representatives on the 9-1-1 Board were one Regional Councilor; one Regional staff member; the 9-1-1 Manager (from DRPS); and one each of DRPS, Fire and Ambulance (then Ministry of Health).
- 2.3 That agreement approved via Report #91-A-14 continues largely intact today including the statements of responsibility and funding for 9-1-1 as the following:
- “1.4 The 9-1-1 system shall be operated as a Durham function with the ultimate responsibility resting with the Council of the Regional Municipality of Durham and the 9-1-1 PPSAP [Primary Public Safety Answering Point] shall be, for budgetary

purposes, an entity of Durham and shall adhere to the financial management policies and practices thereof.”; and

“1.5 Durham shall pay to the Durham Regional Police Service the annual cost of those persons whose employment is necessary for the delivery of 9-1-1 service together with any Bell Canada charges related to the 9-1-1 service for which the Durham Regional Police Service is billed direct”.

- 2.4 The 9-1-1 Agreement has been updated over the years to add a board position for Region of Durham Paramedic Services (after transfer of those responsibilities from the Ministry of Health to the Region) and periodic updates for signing authorities and other technical updates.
- 2.5 A working group of senior Regional and DRPS staff have undertaken a comprehensive review of the existing agreement and current practices. As a result of that review, staff are recommending to the Regional Finance and Administration Committee and Council that these long standing arrangements be modernized. These modernized agreements will include an updated System Agreement between the Region (responsible for the provision and funding of 9-1-1 system as well as police and paramedic services), and the Area Municipalities (on behalf of the fire services and related dispatch services) as well as a Service Agreement between the Region and the DRPS Board as the service provider. The Ministry of Health (which still provides dispatch from the 9-1-1 system to the RDPS) would remain a Board member and participate in the oversight of the service but would continue not to be a signatory agency. Renewal of the legacy agreement is required to reflect modern service levels, incorporate best practice board governance practises; shift operational responsibilities to the service provider (DRPS) and define service delivery expectations and related funding through a new service agreement between the Region and the DRPS Board. This new service agreement will also more clearly set out the budget process and financial approvals for the 9-1-1 system to reflect appropriate roles, reporting responsibilities and accountability.

3. Proposed 9-1-1 System Agreement with the Region and the User Agencies of RDPS, DRPS and Area Municipalities

- 3.1 The proposed 9-1-1 System Agreement will preserve and clarify the following general terms and conditions:
- The parties agree to maintain a 9-1-1 Primary Public Safety Answering Point (the PPSAP) in the Communications Centre of the DRPS, subject to the terms of the separate Service Agreement between the Region and the DRPS Board.
 - Regional Council may alter the way the 9-1-1 System service is delivered or terminate the delivery of the service at its sole discretion.
 - The 9-1-1 Board would remain as currently constituted as three Regional representatives (one Councilor, one appointed by the Commissioner of Health

to represent Paramedics and one senior Finance staff); two DRPS representatives; a representative appointed by the local Fire Chiefs and a representative of the Ambulance Communication Centre appointed by the Ministry of Health;

- The 9-1-1 Board will remain responsible to oversee that the DRPS carries out its responsibilities for the operation of the PPSAP and 9-1-1 System including the development and training of 9-1-1 System personnel and the periodic updating of the 9-1-1 Policy Manual.
- The 9-1-1 Board would remain responsible for approval of the 9-1-1 System Policy Manual, which shall contain the full particulars of the performance expectations, together with all operational and administration considerations for the 9-1-1 System.
- The 9-1-1 Board would now be required to submit a written annual report as well as the existing annual operating budget and forecast to Regional Finance and Administration Committee and Council along with such other reports that maybe requested of it from time to time by Regional Council;
- The proposed agreement would more explicitly establish the responsibility of the DRPS Inspector of the DRPS Communications/9-1-1 Unit as the PPSAP Manager who is responsible to the 9-1-1 Board for the functioning of the PPSAP. The DRPS Inspector shall ensure that the PPSAP operates in accordance with the 9-1-1 System Policy Manual approved by the 9-1-1 Board.
- Sets out responsibility of each User Agency to participate in the operation and implementation of the 9-1-1 System and to promptly handle calls received on the 9-1-1 System as well as to provide annual reports to the 9-1-1 Board: and
- The proposed system agreement would also set out modern performance standards for the 9-1-1 system, ensure regular performance measurement reporting, provide for dispute resolution, and permit termination with notice.

4. Proposed Service Agreement with the DRPS Board

4.1 The proposed Service Agreement between the Region and the DRPS Board will establish the following general terms and conditions:

- The Region is retaining DRPS to staff and operate the PPSAP, as part of the DRPS Communications/9-1-1 Unit, with funding being provided by the Region through the annual Regional budget process.
- DRPS will provide 9-1-1 services within Durham Region, with service to be at the minimum (or greater) of the approved standards for call taking and record keeping.
- Sets out the formula for the sharing of capital, operating and administrative costs related to assets and services jointly used by DRPS Communications and 9-1-1.
- DRPS with the Regional Finance Department will prepare an annual budget for approval by the 9-1-1 Board and then presentation for approval by the Finance and Administration Committee and Regional Council.

- Provides that procurement shall be undertaken in accordance with the DRPS Board policies.
- DRPS will ensure that costs remain within the approved annual spending and any use of the 9-1-1 Regional Reserve will be on the recommendation of the Regional Treasurer and with the approval of Regional Council.
- Any non-staff related expenditure greater than \$100,000 must be pre-approved by the Regional Treasurer.
- Any unbudgeted expenditure greater than \$50,000 must be pre-approved by the Regional Treasurer.
- Any long-term financial obligations, including leases and maintenance agreements, will be pre-approved by the Regional Treasurer.
- The Region shall have a right to inspect the records of DRPS and the right to conduct an audit, by external and/or internal regional auditors, of DRPS' operation of the PPSAP, including the cost allocation.
- Sets out reporting requirements to the 9-1-1 Board regarding operating performance, system complaints, budget status and capital projects: and
- The proposed agreement also provides for indemnification causes, termination rights and prohibits the sub-contracting of the service.

5. Relationship to Strategic Plan

- 5.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

Service Excellence - to provide exceptional value to Durham taxpayers through responsive, effective, and fiscally sustainable service delivery.

6. Next Steps

- 6.1 An overview of this modernization initiative has been presented to the April meeting of the 9-1-1 Board for their information.
- 6.2 It is recommended that these two agreements be endorsed in principle and the Regional CAO be authorized to discuss the particulars with the local CAO's and then circulate the final agreement, assuming it is in keeping with those principles and the Regional Treasurer and Solicitor concur, to the Area Municipalities for execution.
- 6.3 The proposed service agreement between the Region and the DRPS Board has been agreed to in principle by senior management for both parties. It is recommended that the Regional CAO be authorized to finalize the agreement with the DRPS CAO and presentation to the DRPS Board for execution, while maintaining the intent outlined in this report and with the concurrence of the Regional Treasurer and Solicitor.

7. Conclusion

- 7.1 This report has been prepared with the assistance of the DRPS and Regional staff representative on the 9-1-1 Board and the Region's Corporate Services - Legal Services.

Respectfully submitted,

Original signed by

N. Taylor, BBA, CPA, CA
Commissioner of Finance

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer



The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Commissioner of Finance
Report: #2022-F-13
Date: May 10, 2022

Subject:

Sole Source Purchase for Supplemental Washroom Facilities to Support Daily Operations

Recommendations:

The Finance and Administration Committee recommends to Regional Council:

That a sole source agreement extension with K.J. Camper's Ltd. (also known as Classy Potties To Go) for portable washroom facilities, extending the term of the contract from January 1, 2022 to August 31, 2022 at a total estimated cost of up to \$175,000, to be funded from the approved 2022 Durham Region Transit Business Plans and Budget, be approved and the Commissioner of Finance be authorized to execute any necessary related agreements.

Report:

1. Purpose

- 1.1 The purpose of this report is to seek approval for a sole source agreement extension with K.J. Camper's Ltd. (also known as Classy Potties To Go), for a seven month period from January 1, 2022 through August 31, 2022, at an estimated cost of up to \$175,000 for the continued supply and servicing of portable washroom trailers until such time as a Request for Tender is awarded in 2022. These portable washroom facilities continue to support 24/7 daily bus operations.

2. Background

- 2.1 Since the onset of the COVID-19 pandemic, many of the regular restroom facilities used by DRT bus operators were closed or were not available. DRT was required to quickly adapt at the start of the pandemic and acquired the services of K.J. Camper's Ltd. to temporarily install and service four portable washroom units; currently located strategically across the transit network.

- Oshawa: YMCA parking lot on Williams Street
- Pickering: Pickering Parkway Terminal
- Oshawa: Harmony Terminal
- Bowmanville: 156 Church Street

- 2.2 Before the pandemic, DRT bus operators were regularly without access to appropriate washroom facilities during the late evening and holidays. Since September 2021, the transit network operates 24 hours a day, seven days a week, to support mobility across the Region. Appropriate employee facilities are required to support DRT bus operators.
- 2.3 Staff continue to explore locations and opportunities to provide cost effective temporary restroom facilities for bus operators.
- 2.4 DRT and the Region will construct new transit facilities to support the transit network, including employee facilities within the Ritson Road GO Station and a facility in Bowmanville as part of the GO Train extension to Bowmanville, and a planned terminal in the Harmony Road and Taunton area of Oshawa. These facilities are not expected before 2025.

3. Previous Reports and Decisions

- 3.1 Through Report #2021-DRT-13 and Report #2021-F-9 Council approved an initial contract extension with K.J. Camper's Ltd. To temporarily install and service four portable washroom units from July 1, 2021 to December 31, 2021, at an estimated cost of \$140,000.

4. Financial Implications

- 4.1 The monthly cost for each portable units is approximately \$5,450 including the rental fees and servicing. The supplemental contracted service recommended in this report is estimated at up to \$175,000 for the period of January 1, 2022 to August 31, 2022 and will be funded from the approved 2022 Durham Region Transit Business Plans and Budget.
- 4.2 Staff will issue a request for tender in the coming weeks to procure the applicable services that will be required until permanent facilities are available for bus operators.
- 4.3 Section 7 of the Region's Purchasing By-Law 16-2020 provides for sole source purchases, requiring Council approval for sole sources purchases that exceed \$100,000. Appendix C, article 1.2 of By-law 16-2020 supports the sole source agreement with K.J. Camper's Ltd.
- Appendix C, Article 1.2: Permitted for additional deliverables by original supplier for goods/services not included in initial procurement if a change of supplier cannot be made due to interchangeability/interoperability with existing goods/services from initial

procurement and would cause inconvenience or substantial duplication of costs.

- 4.4 A similar report was prepared for the May 4, 2022 Durham Region Transit Executive Committee meeting.

5. Relationship to Strategic Plan

- 5.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

- a. Service Excellence – drive organizational success through innovation, a skilled workforce, and modernized services.

6. Conclusion

- 6.1 An extension of the sole source agreement with K.J. Camper's Ltd from January 1, 2022 to August 31, 2022 at an estimated cost of up to \$175,000 is required to continue to support daily operations ensuring uninterrupted portable washroom facilities for bus operators until such time that a Request for Tender is awarded in 2022.

Respectfully submitted,

Original Signed By

Nancy Taylor, BBA, CPA, CA
Commissioner of Finance

Recommended for Presentation to Committee

Original Signed By

Elaine Baxter-Trahair
Chief Administrative Officer



The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Commissioner of Finance
Report: #2022-F-14
Date: May 10, 2022

Subject:

Youth Monthly Pass Incentives for the 2022/23 Secondary School Term

Recommendations:

The Finance and Administration Committee recommends to Regional Council:

- A) That an extension of the Y10 Youth Loyalty Pass for the 2022-23 academic year at a monthly cost of \$76.05, providing a savings of \$174.50 for the ten-month school year, be approved;
- B) That the pilot bulk monthly youth pass program available to school boards and their school board transportation consortium within Durham Region, be revised providing a graduated fare discount based on the total number of monthly youth passes collectively purchased by a school board and/or their respective transportation consortium, be extended to the 2022/23 school term (September 2022 through June 2023);
- C) That the graduated discount rate for the pilot bulk monthly youth pass program as shown below, for school boards and their transportation consortium, be approved effective for the 2022/23 academic year;
 - Less than 126 monthly passes Youth rate or 20 percent discount on standard fare (\$93.50)
 - 126-250 monthly passes 25% discount on standard fare (\$87.75)
 - more than 250 monthly passes 35% discount on standard fare (\$76.05); and

- D) That further revisions to the Y10 Youth Loyalty Pass and pilot bulk monthly youth pass program be considered during the 2023 Strategic Issues and Financial Forecast and DRT Business Plan and Budget processes.
-

Report:

1. Purpose

- 1.1 The purpose of this report is to review the results of DRT's Youth monthly pass incentives for the 2022/2023 secondary school term and seek approval to continue the Y10 and pilot bulk monthly youth pass program for secondary schools and their respective transportation consortium.

2. Background

- 2.1 Durham Student Transportation Services (DSTS) provides transportation to students in the Durham District School Board (DDSB) and Durham Catholic District School Board (DCDSB). DSTS is a consortium formed by agreement between the DDSB and DCDSB for the purpose of providing a common administration of student transportation services.
- 2.2 Student Transportation Services of Central Ontario (STSCO), which provides transportation to students in the eastern part of Durham Region, is a consortium formed by agreement between the Kawartha Pine Ridge (KPR), Peterborough Victoria Northumberland and Clarington (PVNC) and MonAvenir school boards for the purpose of providing a common administration of student transportation services.
- 2.3 DSTS and STSCO are two of more than 30 student transportation consortia within Ontario which have been mandated by the Ministry of Education.
- 2.4 To incentivize travel using public transit, DRT introduced several fare incentives in 2019, including:
- a. Children (12 years of age and younger) travel for free;
 - b. Y10 program, with youth (13-19 years of age) saving an additional \$20 per month when purchasing a monthly youth pass each consecutive month from September through June; and
 - c. Summer 2 for 1 program, where youth receive a July and August pass for the price of one monthly pass.

- 2.5 The Y10 fare incentive was launched in September 2019, offering youth a discount of up to \$200.00, or a savings \$20.00 per month compared to the youth fare, when they purchase a youth pass every month between September and June. When combined with the 2 for 1 Summer youth pass program, families could save \$293.50 annually per youth. At its meeting on April 7, 2021, to further incentivize transit ridership during the pandemic, TEC approved a further \$20.00 reduction in the price of the Y10 monthly pass for the 2021-22 academic year.
- 2.6 The approved 2022 general tax levy funds 59 per cent (\$69,191,000) of DRT's approved budget.

3. Previous Reports and Decisions

- 3.1 Report #[2019-DRT-25](#) DRT Fare Strategy, recommended a fare strategy and structure that is simple, seamless and fair, provides incentives to loyal customers, and offers additional assistance to customers in receipt of Ontario Works or Ontario Disability Support Program. The report highlighted that the process for setting fares had not applied fare changes consistently across concessions and in certain cases, had resulted in a growing differential in fares subject to annual increases. The strategy is based on six principles, one of which is that fare increases will be applied to the standard (adult) fare and translate increases to the other concessions and products. For example, the Youth monthly pass rate of \$93.50 is discounted 20 per cent from the standard fare (\$117.00).
- 3.2 Report #[2021-DRT-07](#) Secondary student transportation, outlined the capacity for DRT to onboard secondary students who were not eligible for busing by the Durham Student Transportation Services using DRT's residual capacity (2019 service level) within existing scheduled service. The approved recommendations included a reduction of the Y10 monthly pass to \$53.50, or a 54 per cent discount on the standard fare (adult), and a pilot bulk monthly youth pass program incentive for school boards at \$73.50 per month per student, or a 37 per cent discount on the standard fare (adult) when at least 570 monthly passes are purchased.
- 3.3 Report #[2021-DRT-20](#) The Route Ahead, Durham Region Transit 2022-2025 Service Strategy, recommended DRT's service strategy to 2025 that informs the planning and implementation of transit services during the pandemic recovery period to support enhanced access to mobility that meets the needs of Durham residents and business.

- 3.4 Report #[2022-DRT-01](#) General Manager's Report – February 2, 2022, highlighted that Hamilton Street Railway (HSR) is the only comparator transit agency in the Greater Toronto and Hamilton Area (GTHA) that offers a discounted Youth fare program to local schools or transportation consortiums. The program provides restricted paper-based semester passes to high schools who distribute the passes to students participating in education programs outside of their school catchment area. The restricted passes are valid Monday – Friday between 6 am to 6 pm. Restricted pass rates are based on volume discounts relative to the regular Youth monthly pass rate, ranging from a 17.5 per cent to 27.5 per cent discount based on the number of passes purchased from HSR.

4. Youth Pass Sales (2018-2021)

- 4.1 The number of youth pass sales between January 2018 and December 2022 have seen significant fluctuations (Table 1 and 2) with the introduction of the Y10 and Summer 2 for 1 incentive programs, the impacts of the COVID-19 pandemic, and the discontinuation of paper and legacy fare products.

Table 1: Number of Youth pass sales 2018 through 2021

Year	Youth pass sales	Youth pass sales as a per cent of total pass sales	PRESTO adoption rate (Youth passes)
2018	13,081	18%	15%
2019	17,664	21%	31%
2020	9,382	25%	48%
2021	6,020	9%	100%

Table 2: Number of annual youth pass purchases by type

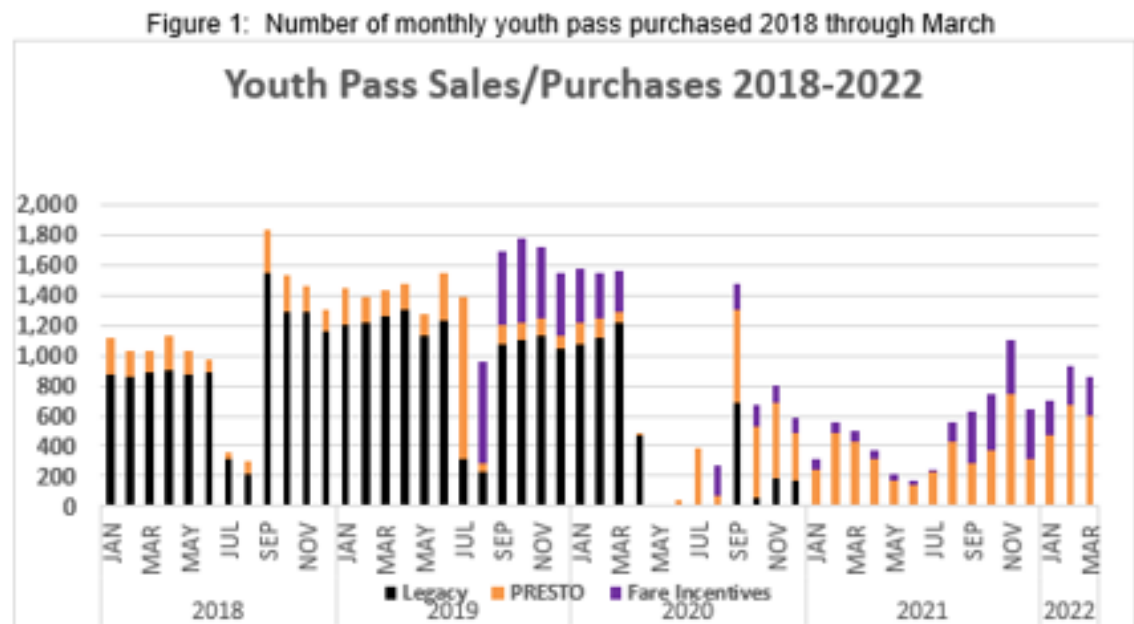
Year	Total youth pass sales	Youth passes purchased by Durham Boards	Regular youth passes purchased	Y10	2 for 1
2018	13,081	1,570 (12%)	11,511 (88%)	NA	NA
2019	17,664	3,709 (21%)	11,305 (64%)	1,943 (11%)	706 (4%)
2020	9,382	2,158 (23%)	5,535 (59%)	1,501 (16%)	188 (2%)
2021	6,020	903 (15%)	3,251 (54%)	1,746 (29%)	120 (2%)

- a. Total youth pass sales in 2018 were 13,081 or 18 per cent of all DRT pass sales. All youth pass sales were at DRT's youth monthly pass rate of \$93.50.
- b. In 2019, DRT's highest ever ridership year, youth pass sales rose to 17,664 for a 35 per cent increase over 2018, supported by a 136% increase in passes purchased by schools, and the introduction of the Summer 2 for 1 pass in July and the Y10 incentive in September. The number of Y10 and Summer 2 for 1 passes accounted for 15 per cent of passes sold.
- c. With the arrival of the COVID-19 pandemic in late March of 2020, annual youth pass sales dropped by 47 per cent to 9,382 mirroring the significant drop in transit ridership resulting from the pandemic. However, the share of youth monthly pass sales as a per cent of total DRT pass sales continued to increase to 25 per cent, bolstered by strong youth pass sales in the first quarter of the year prior to the pandemic. By summer of 2020, DRT had discontinued paper passes and launched the PRESTO E-Ticket app and a PRESTO voucher program to support purchases by secondary schools. PRESTO options comprised 48 per cent of all youth pass purchases for the year.
- d. As a result of the ongoing impacts of the COVID-19 pandemic, youth pass sales continued to decrease in 2021 to 6,020 for a reduction of 36 per cent from 2020. Youth passes as a per cent of total DRT pass sales fell to 9 per cent reflecting the uncertainties presented by school openings and closures throughout the year. However, 100 per cent of all youth pass sales were accommodated through PRESTO options.

4.2 Y10 Youth Loyalty Program

- a. Y10 sales totaled 2,864 passes for the 2019/2020 academic year and would have been higher had public transit fares not been suspended for the final three months of the school year due to the pandemic.
- b. The 2020/2021 academic year saw Y10 monthly pass purchases fall to 867 or a 70 per cent reduction. Overall youth pass sales in September 2020 were relatively strong at 87 per cent of September 2019 level, but uncertainty about pandemic-related school shutdowns likely contributed to a reluctance for passengers to commit to purchasing passes for the full 10 month school year required by the Y10 program.
- c. For the 2021/2022 school year, Y10 sales did rebound to 2,130 through March 2022 reaching 74 per cent of 2019/2020 levels.
- d. It is unclear whether the rebound in sales for the 2021/2022 academic year is attributable to increased customer awareness of the Y10 pass, implementation of an additional price reduction to \$53.50 (from \$73.50) or increased confidence in the stability of in-class learning.

- e. Figure 1 compares the purchase of monthly youth passes between January 2018 and March 2022 for legacy paper passes and regular PRESTO passes at the monthly price of \$93.50, along with youth monthly pass incentives including Summer 2 for 1 (indicated in August monthly pass sales) and Y10. Figure 1 highlights that while the Y10 sales starting in September 2021 did exceed Y10 sales the previous academic year, the impact on total youth sales was modest. Y10 sales for the 2021/2022 academic year at the reduced rate of \$53.50 also fell short of 2019/2020 Y10 sales sold at the regular rate of \$73.50.



- f. Given the reduction in the Y10 monthly pass cost to \$53.50 did not result in a significant increase in youth pass sales despite increased awareness of the program by year three of its implementation, it is recommended that the Y10 monthly rate be established at a 35 per cent discount of the standard monthly fare, or \$76.05.
- g. The 35 per cent discount of the standard fare is consistent with DRT's approved fare strategy, aligns to the lowest discounted rate recommended for the pilot bulk monthly youth pass program, and ensures parity within the youth fare concession.
- h. The recommended Y10 rate of \$76.05 per month provides a 35 per cent discount to the standard fare, compared to the youth fare rate of \$93.50 at only a 20 per cent discount. The Y10 discounted rate offers a monthly saving of \$17.45 on the youth monthly pass, totalling \$174.50 in savings over the 10-month school year. When combined with the Summer 2 for 1 program, families can save \$268 annually per youth.

5. Bulk Purchase Program

5.1 Pilot Bulk Youth Monthly Pass Program

- a. DRT has supported individual secondary schools in the purchase of monthly youth passes for several years. Table 2 highlights the share of total youth pass sales to schools in 2018, 2019 and 2020. These legacy paper passes were purchased at the youth monthly pass rate of \$93.50.
- b. Starting in the fall 2020, DRT supported secondary schools to transition to PRESTO from legacy paper passes. The secondary schools set up their students with a PRESTO card to be re-used each month. Monthly passes are loaded to the student card by PRESTO vouchers provided to the secondary school each month by DRT for online redemption by the students. Table 2 indicates the share of youth pass sales from PRESTO vouchers in 2020 and 2021. All sales through PRESTO vouchers are at the youth monthly pass rate of \$93.50.
- c. DRT engaged with DSTS on their interest in participating in the pilot bulk monthly youth pass program for the 2021/2022 academic year but were informed that for the 2020/21 school year they were unable to achieve the required 570 monthly passes per month. Individual secondary schools continued to purchase monthly youth passes during the 2021/2022 academic year, with a total of 841 passes purchased at \$93.50 between November 2021 and March 2022.
- d. To ensure parity to the Y10 program within the youth concession and incentive/loyalty programs, DRT is recommending adjustments to the pilot bulk monthly youth pass program for the 2022/2023 academic year from a hard threshold of 570 monthly passes to a graduated discount based on the volume of monthly pass purchases. Under this approach discounts will be applied on the standard fare based on the total number of pilot bulk monthly youth passes purchased each month based on the following:

Less than 126 monthly passes	Youth rate or 20 percent discount on standard fare (\$93.50)
126-250 monthly passes	25% discount on standard fare (\$87.75)
more than 250 monthly passes	35% discount on standard fare (\$76.05)

Through this approach, each school board operating in Durham Region and their respective transportation consortium will be eligible to participate in the pilot bulk monthly youth pass program. The school boards will be responsible for purchasing the monthly youth passes from DRT, including the required PRESTO cards (at a cost of \$6.00 per card) and monthly vouchers.

Consistent with the requirements of the PRESTO fare system, the school boards will be responsible to administer the PRESTO cards and distribute to eligible students. The replacement of any lost PRESTO cards will be the responsibility of the school board.

6. DRT's public transit network and September 2022

- a. DRT delivers public transit services to all residents and visitors within the approved annual budget and service guidelines including but not limited to vehicle capacity, minimum service frequency, span of service, and walking distance to stops.
- b. DRT continues to maintain effective working relationships with the transportation consortium at DSTS and STSCO. Staff regularly review the secondary school bell times and service levels on routes operating on corridors near schools. DRT shares service plans and ridership projections to identify expected residual capacity on the transit network. In areas of alignment, the schools and/or their transportation consortium can purchase youth monthly bus passes to distribute to their students.
- c. DRT staff continue to collaborate with the local transportation consortia (DSTS and STSCO) to identify estimated residual capacity in September 2022 on bus routes near secondary schools. Based on areas where residual capacity is projected to be available, the transportation consortia may consider purchasing youth monthly passes for their students, as appropriate.
- d. DRT has shared with the local transportation consortium, that purchasing bulk monthly youth passes beyond the numbers that can be accommodated within DRT residual capacity may negatively impact the ability of their students, and other public transit customers, to access DRT services on a regular and reliable basis.

7. Financial Considerations

- 7.1 Operational or capital investments are not required to onboard secondary students within the residual capacity available on the transit network during peak travel times.
- 7.2 Table 3 summarizes the revenue and forgone revenue based on four scenarios, and the number of additional bulk monthly youth passes that would be required to be sold to remain revenue neutral compared to the regular monthly youth fare rate.
- 7.3 Based on the monthly sale of 256 bulk youth passes to a school board, DRT would generate revenue of \$22,464.00, but forgo \$1,472.00 revenue compared to the regular youth pass rate.
- 7.4 Based on the monthly sale of 1,000 bulk youth passes to a school board, DRT would generate revenue of \$76,050.00, but forgo \$17,450.00 revenue compared to the regular monthly youth fare rate.

Table 3: Four scenarios demonstrating forgone revenue for the bulk monthly youth pass program and number of additional passes required to be revenue neutral to regular youth pass

Bulk Monthly Passes Sold	Metric	Monthly bulk youth pass rate		
		\$93.50	\$87.75	\$76.05
125	Revenue	\$11,687.50		
	Forgone revenue relative to regular fare	\$0.00		
	Additional passes to be revenue neutral	0		
	Total passes to be revenue neutral	0		
256	Revenue		\$22,464.00	
	Forgone revenue relative to regular fare		\$1,472.00	
	Additional passes to be revenue neutral		17	
	Total passes to be revenue neutral		273	
375	Revenue			\$28,518.75
	Forgone revenue relative to regular fare			\$6,543.75
	Additional passes to be revenue neutral			87
	Total passes to be revenue neutral			462
1,000	Revenue			\$76,050.00
	Forgone revenue relative to regular fare			\$17,450.00
	Additional passes to be revenue neutral			230
	Total passes to be revenue neutral			1,230

7.5 Based on projected DRT ridership for September 2022, the estimated residual capacity on the transit network near specific secondary schools served by DSTS and STSCO will accommodate up to an estimated 250-300 additional youth riders from each transportation consortium. Should the DSTS and STSCO each purchase 256 pilot bulk youth passes, DRT will generate monthly revenue of \$44,928.00, and forgo \$2,944.00 compared to the monthly youth fare.

7.6 Aligning the Y10 incentive with the best incentive rate for the pilot bulk monthly youth pass program is important to ensure parity within the youth concession and consistency to the DRT fare strategy. Assuming the number of Y10 passes sold during the 2022/2023 school term will be equal to Y10 sales during the 2019/2020 school term, or approximately 410 monthly passes, monthly revenue will be approximately \$31,180.50, or \$124,722.00 for the period September 2022 through December 2022.

8. Relationship to Strategic Plan

8.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

- a. Environmental Sustainability: Expand sustainable and active transportation

- b. Service Excellence: Optimize resources and partnerships to deliver exceptional quality services and value

9. Conclusion

9.1 Aligning the Y10 Youth Loyalty Pass and the pilot bulk monthly youth pass program ensures parity within the youth concession. The recommended 35 per cent incentive to the standard rate for the Y10 program, or \$76.05 per month for the 2022/23 school term, will provide families a savings of \$174.50 for the ten-month school year.

9.2 Extending and revising the pilot bulk monthly youth purchase program will ensure that local school boards and their transportation consortium can take advantage of volume discounts when purchasing youth monthly passes. Bulk youth monthly passes are recommended to be sold to the school boards and their transportation consortium at graduated volume discount rates.

Less than 126 monthly passes	Youth rate or 20 percent discount on standard fare (\$93.50)
126-250 monthly passes	25% discount on standard fare (\$87.75)
more than 250 monthly passes	35% discount on standard fare (\$76.05)

9.3 A similar report was presented to the Transit Executive Committee on May 4, 2022.

Respectfully submitted,

Original Signed By

Nancy Taylor, BBA, CPA, CA
Commissioner of Finance

Recommended for Presentation to Committee

Original Signed By

Elaine Baxter-Trahair
Chief Administrative Officer