

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**

**Wednesday, December 12, 2018**

A regular meeting of the Finance & Administration Committee was held on Wednesday, December 12, 2018 in the Regional 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, left the meeting at 12:06 PM  
Councillor Leahy  
Councillor Mulcahy  
Councillor Nicholson  
Regional Chair Henry, left the meeting at 9:34 AM

#### **Staff**

Present: E. Baxter-Trahair, Chief Administrative Officer  
D. Beaton, Commissioner of Corporate Services  
S. Austin, Director, Corporate Policy and Strategic Initiatives, Office of the CAO  
D. Barry, Director, Organization and Employee Services, Corporate Services - HR  
K. Chakravarthy, Chief Information Officer, Corporate Services - IT  
J. Hunt, Director, Legal Services, Corporate Services - Legal  
R. Inacio, Systems Support Specialist, Corporate Services – IT  
W. Leonard, Director, Durham Emergency Management Office, Office of the CAO  
S. Munns, Director, Corporate Communications, Office of the CAO  
L. O'Dell, Director, Departmental Services, Corporate Services - HR  
N. Pincombe, Director, Business Planning, Budgets and Risk Management, Finance Department  
M. Simpson, Director, Financial Planning and Purchasing, Finance Department  
N. Taylor, Commissioner of Finance  
R. Walton, Regional Clerk/Director of Legislative Services, Corporate Services – Legislative Services  
L. Fleury, Legislative Officer, Corporate Services – Legislative Services

**1. Declarations of Interest**

There were no declarations of interest.

**2. Election of Finance & Administration Committee Vice-Chair**

The Chair called for nominations for the position of Vice-Chair of the Finance & Administration Committee.

Moved by Councillor Ashe, Seconded by Councillor Drew,

- (1) That Councillor Collier be nominated for the position of Vice-Chair of the Finance & Administration Committee.

Moved by Councillor Drew, Seconded by Councillor Leahy,

- (2) That nominations be closed.

CARRIED

The Chair asked if Councillor Collier wished to stand. Councillor Collier indicated he would stand.

Chair Foster declared Councillor Collier the Vice-Chair of the Finance & Administration Committee.

**3. Statutory Public Meetings**

There were no statutory public meetings.

**4. Delegations**

There were no delegations to be heard.

The Committee recessed at 9:40 AM and reconvened at 10:15 AM.

**5. Presentations**

**5.1 D. Beaton, Commissioner of Corporate Services, re: Corporate Services Overview and Orientation**

---

D. Beaton, Commissioner of Corporate Services, provided a PowerPoint presentation regarding the Corporate Services Department. Highlights of his presentation included:

- Divisional Overviews
  - Legislative Services – Regional Clerk/Director, Ralph Walton
    - Council Services
    - Information Management and Corporate Privacy Office
    - Public Front Counter and Corporate Call Centre
  - Legal Services – Director, Jason Hunt
    - Solicitors Office
    - POA Court Services

- POA Prosecution Services
- Human Resources
  - Departmental Services – Director, Louise O'Dell
  - Organization and Employee Services – Director, Dara Barry
- Information Technology – Director, Kalyan Chakravarthy (KC)
  - GIS Services

Staff responded to questions from the Committee members with respect to the Corporate Privacy Office; digitizing files currently being stored at Regional Headquarters and off-site; trends in workplace violence or harassment; cyber security; and the Durham Regional Police Service entering into an agreement to utilize the Region's in-house legal services.

Suggestions were made with respect to considering re-naming the Corporate Privacy office to place the emphasis on transparency, rather than privacy; sending a link to members of Council for cyber security training and making it mandatory for staff to take cyber security training.

5.2 N. Taylor, Commissioner of Finance, re: Finance Department Overview and Orientation

---

N. Taylor, Commissioner of Finance, provided a PowerPoint presentation regarding the Finance Department and the Region's financial position. Highlights of her presentation included:

- Overview of Regional Financial Position
  - 2018 Gross Expenditures & Revenues (\$1.554b)
  - Asset Management 2017 Replacement Value & Condition
- Finance Department's Responsibilities
- Divisions
  - Financial Services – Director, Joanne Cermack
  - Business Planning, Budgets and Risk Management - Director, Nicole Pincombe
  - Financial Planning and Purchasing - Director, Mary Simpson
  - Financial Process and Projects
  - Internal Audit
- Business Planning Cycle
- Current Projects & Issues

Staff responded to questions with respect to the Budget Management Policy; the status of the Region's reserve funds and projected debt; and internal audits.

It was requested that the link to the Budget Management Policy be sent to Committee members, and that information be provided with respect to any internal audits that have been conducted.

A suggestion was made with respect to providing Council with information on what the internal audit process entails.

5.3 E. Baxter-Trahair, Chief Administrative Officer, re: Office of the Chief  
Administrative Officer Overview and Orientation

---

E. Baxter-Trahair, Chief Administrative Officer, provided a PowerPoint presentation regarding the Office of the Chief Administrative Officer and its three program areas. Highlights of the presentation included:

- The Role of the Chief Administrative Officer (CAO)
- Corporate Priorities and Responsibilities
- Corporate Policy and Strategic Initiatives – Director, Sandra Austin
  - Durham Region Strategic Plan
  - Key Priority Files
  - Accessibility
  - Age-Friendly Durham
  - Climate Change
  - Corporate Diversity & Inclusion
  - Corporate Innovation
- Durham Emergency Management Office (DEMO) - Director, Warren Leonard
  - Purpose
  - Vision
- Corporate Communications Office (CCO) – Director, Sherri Munns
  - Strategic Communications
  - Crisis Communications
  - Media Relations
  - Digital Media
  - Corporate Identity
  - Current Priorities

Staff responded to questions with respect to the Strategic Plan process, including the details for strategic planning sessions for members of Council; and community engagement.

Suggestions were made with respect to the strategic planning sessions being held as soon as possible and being as fulsome as possible; and the Strategic Plan being a 4 year plan, rather than a 5-year plan, in order to coincide with the term of Council.

Staff responded to additional questions with respect to climate change, particularly shoreline erosion, and engaging with other levels of government in this regard; corporate communication protocols; how the Region is doing in terms of accessibility; the development of an inter-governmental strategy; connecting with other levels of government; and communicating provincial impacts to Council.

**6. Administration**

**6.1 Correspondence**

There were no communications to consider.

**6.2 Reports**

**A) Corporate Records Retention By-Law ([2018-A-1](#))**

---

Report #2018-A-1 from D. Beaton, Commissioner of Corporate Services, was received.

Staff responded to questions with respect to the release of information and advised that they would look into the possibility of releasing confidential items after a certain timeframe has elapsed, similar to what some other levels of government are doing.

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

That Records Retention By-law #65-2017, be repealed and replaced with the Records Retention By-law in the form included as Attachment #1 to Report #2018-A-1.

CARRIED

**B) OMERS Participation by Head of Council By-Law Amendment ([2018-A-2](#))**

---

Report #2018-A-2 from D. Beaton, Commissioner of Corporate Services, was received.

Staff responded to questions with respect to why this by-law was being amended now and whether the previous and current Regional Chair enrolled in OMERS.

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

- A) That By-Law #16-2007 be amended to reflect the direction given by Regional Council on February 11, 2004 to permit the voluntary participation of the Head of Council in OMERS and,
- B) That the amending by-law as set out generally in the form included as Attachment #1 to Report #2018-A-2 of the Commissioner of Corporate Services be approved.

CARRIED

**7. Finance**

**7.1 Correspondence**

There were no communications to consider.

**7.2 Reports**

**A) Temporary Borrowing By-Law for 2019 (2018-F-1)**

---

Report #2018-F-1 from N. Taylor, Commissioner of Finance, was received.

Staff responded to questions with respect to whether the Region has borrowed funds in the past under the Temporary Borrowing By-law, and the use of reserve funds instead.

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

- A) That the Regional Chair and the Treasurer be authorized in 2019 to borrow funds not to exceed \$500 million in order to meet current expenditures and liabilities until such time as the general tax revenues and other revenues of the Region are received; and
- B) That approval be granted for the requisite by-law(s).  
CARRIED

**B) 2019 Interim Regional Property Tax Levy (2018-F-2)**

---

Report #2018-F-2 from N. Taylor, Commissioner of Finance, was received.

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

- A) That a 2019 Interim Regional Property Tax Levy be imposed on the Area Municipalities for all property tax classes;
- B) That the amount due from each Area Municipality is estimated to be equivalent to 50% of their respective share of the Regional Property Taxes collected in 2018;
- C) That the 2019 Interim Regional Property Tax Levy be paid by the Area Municipalities seven days subsequent to the instalment due dates established by each Area Municipality for the collection of their respective interim municipal property taxes;
- D) That the Regional Clerk be requested to advise the Area Municipalities of the imposition of the 2019 Interim Regional Property Tax Levy for all property tax classes; and,

- E) That approval be granted for the requisite by-law.  
CARRIED

C) By-Law for Appointment of Municipal Auditor (2018-F-3)

---

Report #2018-F-3 from N. Taylor, Commissioner of Finance, was received.

Staff responded to questions with respect to the differences between the two proposals received under the Request for Proposal process, and best practices in retaining a municipal auditor.

A suggestion was made that the Region consider using a different auditing firm next time as it may be a best practice to gain a new perspective.

Staff advised that they will find-out how long the current partner at Deloitte LLP has been the partner responsible for the Region's file.

Moved by Councillor Drew, Seconded by Councillor Nicholson,  
(7) That we recommend to Council:

That the by-law for the appointment of Deloitte LLP as Municipal Auditor for a three (3) year term for the 2018 to 2020 fiscal years be approved and that the Legal Department be directed to submit the appropriate by-law.

CARRIED

D) Revised Timetable for the 2019 Regional Business Plans and Budgets (2018-F-4)

Report #2018-F-4 from N. Taylor, Commissioner of Finance, was received. Staff responded to questions with respect to why the servicing and financing study for Durham Region Transit (DRT), is considered by the Transit Executive Committee, rather than the Committee of the Whole which considers all other servicing and financing studies, or the Transit Commission which also includes all Members of Council, and whether that process could be changed for this year's budget; and how the Transit by-law could be amended to include this change. Concern was raised with respect to the composition of the Transit Executive Committee not allowing for all members of Council to take-part in setting priorities for Transit.

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

- A) That the Preliminary Timetable for the 2019 Regional Business Plans and Budgets adopted at the May 9, 2018 Regional Council meeting, be amended to reflect final Regional Council approval of the 2019 Water and Sewer Business Plans and Budgets on January 30, 2019 and approval of the 2019 Property Tax Supported Business Plans and Budgets on March 27, 2019;

- B) That the Revised 2019 Timetable for the 2019 Regional Business Plans and Budgets, outlined in Attachment #1 to Report #2018-F-4, be approved; and
- C) That a copy of Report #2018-F-4 be forwarded to all Outside Boards and Agencies, including the Durham Regional Police Services Board, the five Conservation Authorities, Durham Region Transit Commission and Durham Regional Local Housing Corporation.

CARRIED AS AMENDED  
(See Following Motion)

Moved by Councillor Nicholson, Seconded by Councillor Ashe,

- (9) That the main motion (8) of Councillors Leahy and Mulcahy be amended to add the following as a new part C):

- 'C) That staff review the involvement and the scheduling of the Transit Commission in the budgeting process and report back prior to February 6, 2019; and'

CARRIED

The main motion (8) of Councillors Leahy and Mulcahy was then put to a vote and CARRIED AS AMENDED.

## **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**

### **A) E-Agendas**

Councillor Collier questioned why the presentations for today's meeting were provided as handouts rather than included with the electronic agenda (E-Agenda). He also asked about devices for viewing the agendas. He suggested that hard copies of agendas no longer be provided unless someone requests otherwise. With respect to electronic agendas, it was noted that: the Region's couriers would no longer be required to deliver agenda materials if agendas were only provided electronically; there may be connectivity issues in the northern municipalities; and Council members could print hardcopies of agenda material at their area municipal offices if they prefer paper.

Councillor Collier requested that the last decision of Council with respect to E-Agendas be provided via email.



B) Additional Agenda Items

Councillor Nicholson raised the issue of items being added to the meeting agenda after the agenda has been finalized. He stated this does not provide Council members with adequate time to read the material prior to voting on it. E. Baxter-Trahair advised that to the fullest extent possible, staff will endeavour to meet agenda deadlines.

C) Support Services for Members of Council

Councillor Nicholson questioned whether there has been any consideration given to the Region compensating the area municipalities for the support services they provide to the members of Regional Council. Chair Foster advised that the area municipalities could request this, but he was not aware of anyone having done so.

**11. Date of Next Meeting**

The next regularly scheduled Finance & Administration Committee meeting will be held on Tuesday, January 15, 2019 at 9:30 AM in the Lower Level Boardroom (LL-C), Regional Headquarters Building, 605 Rossland Road East, Whitby.

**12. Adjournment**

Moved by Councillor Ashe, Seconded by Councillor Collier,  
(10) That the meeting be adjourned.  
CARRIED

The meeting adjourned at 12:23 PM

Respectfully submitted,

---

A. Foster, Chair

---

L. Fleury, Legislative Officer