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**The Regional Municipality of Durham**

**MINUTES**

**FINANCE & ADMINISTRATION COMMITTEE**

**Tuesday, October 13, 2020**

A regular meeting of the Finance & Administration Committee was held on Tuesday, October 13, 2020 in the Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby, Ontario at 9:30 AM

**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, except Councillor Foster and Regional Chair Henry, participated electronically**

Also  
Present: Councillor Wotten

Staff  
Present: S. Austin, Director, Corporate Policy & Strategic Initiatives  
E. Baxter-Trahair, Chief Administrative Officer  
D. Beaton, Commissioner of Corporate Services  
N. Taylor, Commissioner of Finance  
S. Glover, Committee Clerk, Corporate Services – 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.

**3. Adoption of Minutes**

Moved by Councillor Ashe, Seconded by Regional Chair Henry,  
(74) That the minutes of the regular Finance & Administration Committee  
meeting held on Tuesday, September 15, 2020, 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.

**7. Administration**

**7.1 Correspondence**

There were no communications to consider.

**7.2 Reports**

**A) Appointment of New Members to the Durham Accessibility Advisory Committee  
(2020-A-20)**

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Report #2020-A-20 from E. Baxter-Trahair, Chief Administrative officer, was received.

Moved by Councillor Ashe, Seconded by Councillor Collier,  
(75) That we recommend to Council:

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

Ms. Aly Beach – Community member;

Ms. Heather Hall – Agency member;

Ms. Meagan Peters – Agency member.

CARRIED

## 8. Finance

### 8.1 Correspondence

- A) Information Report #2020-INFO-86: The Consolidated Budget Status Report to July 31, 2020 and Full Year Forecast

Moved by Councillor Nicholson, Seconded by Councillor Drew,  
(76) That Information Report #2020-INFO-86: The Consolidated Budget Status Report to July 31, 2020 and Full Year Forecast, be received for information.

CARRIED

### 8.2 Reports

- A) Investing in Canada Infrastructure Program – Public Transit Stream Funding Update (2020-F-19)

Report #2020-F-19 from N. Taylor, Commissioner of Finance, was received.

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

- A) That 2021 pre-budget approval be granted for the Region's share of the 2021 project costs and financing outlined in Table 1 for provincially and federally approved Investing in Canada Infrastructure Program – Transit Stream (ICIP) projects;

**Table 1: Recommended Financing for the Region's 2021 share of Provincial and Federal approved ICIP projects (\$, '000)**

	Proposed 2021 Pre-budget Approval		Recommended Financing (\$, '000)					
	#	(\$, '000)	ICIP Grant	Provincial Gas Tax	Transit Capital Reserve Fund	Roads Residential DC	Roads Commercial DC	Regional Roads Reserve
HWY 2 Rapid Transit Lanes (Ajax, Whitby, Oshawa)								
Property		9,000	-	-	6,998	1,462	140	400
Climate Lens Assessment		100	73	-	27	-	-	-
Design/Utility Relocation/Construction		9,200	6,746	-	626	1,334	128	366
Subtotal HWY 2 Rapid Transit Lanes		18,300	6,819	-	7,651	2,796	268	766
Simcoe Street Rapid Transit Corridor								
EA & Climate Lens Assessment		5,100	3,740	-	1,360	-	-	-
Shelters	80	400	293	-	107	-	-	-
Traffic Signals	10	400	293	-	107	-	-	-
Que Jumps	4	900	660	-	240	-	-	-
Subtotal Simcoe Street Rapid Transit Corridor		6,800	4,986	-	1,814	-	-	-
Operator protective Shields		1,225	898	327	-	-	-	-
On-Board Destination Sign Upgrades		750	550	200	-	-	-	-
Replacement Buses (BRT, 40 ft Buses)	5	3,762	2,759	1,003	-	-	-	-
Specialized Mini Bus Replacements	4	793	582	211	-	-	-	-
Conventional Replacement Buses	11	9,900	7,260	2,640	-	-	-	-
Advanced Fuel and Fluid Management System		500	367	133	-	-	-	-
Bus Stop Infrastructure		1,169	857	312	-	-	-	-
Raleigh Administrative Building Re-Build (Design)		500	367	133	-	-	-	-
<b>Total</b>		<b>43,699</b>	<b>25,445</b>	<b>4,959</b>	<b>9,465</b>	<b>2,796</b>	<b>268</b>	<b>766</b>

- B) That 2021 pre-budget approval be granted for the Region's share of the 2021 project costs and financing outlined in Table 2 for the property acquisition and Climate Lens Assessments necessary in 2021 to advance the Highway 2 Pickering Median Bus Rapid Transit (BRT) project, at an estimated cost of \$800,000 in advance of Federal approval of the related ICIP project application;

**Table 2: Property and Climate Lens Assessments to Advance Pickering Median Transit Lanes (\$, '000)**

	Proposed 2021 Pre-budget Approval	Recommended Financing				
		ICIP Grant	Roads Development Charges		Regional Roads Reserve	Transit Capital Reserve Fund
			Residential	Commercial		
Pickering Median Transit Lanes (Altona to Notion)						
Property	700	-	456	52	143	49
Climate Lens Assessment	100	73	-	-	-	27
<b>Total</b>	<b>800</b>	<b>73</b>	<b>456</b>	<b>52</b>	<b>143</b>	<b>76</b>

- C) That 2021 pre-budget approval be granted for the Region's share of the 2021 project costs and financing outlined in Table 3 for the Pickering Median Highway 2 Bus Rapid Transit (BRT) project components, conditional upon Federal approval of the Region's related ICIP application; and

**Table 3: Further 2021 Costs for Pickering Median Transit Lanes (\$, '000)**

	Proposed 2021 Pre-budget Approval	Recommended Financing				
		ICIP Grant	Roads Development Charges		Regional Roads Reserve	Transit Capital Reserve Fund
			Residential	Commercial		
Pickering Median Transit Lanes (Altona to Notion)						
Property	11,000	-	7,161	818	2,251	770
Design/Utility Relocation/Construction	11,500	8,433	1,996	228	628	215
<b>Total</b>	<b>22,500</b>	<b>8,433</b>	<b>9,157</b>	<b>1,046</b>	<b>2,879</b>	<b>985</b>

- D) That 2021 pre-budget approval be granted for the following four new permanent full time positions at an estimated annual cost of \$718,000 to keep the ICIP projects on schedule and to ensure appropriate Regional participation in the Metrolinx Transit Oriented Development work program:
- i) Manager (1 FTE) - \$200,000 (includes salary and benefits)
  - ii) Manager, Rapid Transit Implementation (1 FTE) - \$200,000 (includes salary and benefits)
  - iii) Project Manager (1 FTE) - \$166,000 (includes salary and benefits)

- iv) Project Engineer (1 FTE) - \$152,000 (includes salary and benefits).

CARRIED

- B) Authorization to Secure Funding Under the Provincial Municipal Transit Enhanced Cleaning (MTEC) Program and the Federal-Provincial Safe Restart Funding Program (2020-F-20)
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Report #2020-F-20 from N. Taylor, Commissioner of Finance, was received.

Moved by Councillor Drew, Seconded by Councillor Mulcahy,  
(78) That we recommend to Council:

- A) That the Regional Chair and Clerk be authorized to execute the provincial Transfer Payment Agreement (TPA) to receive funding under the Municipal Transit Enhanced Cleaning program, subject to the concurrence of the Commissioner of Finance and Director of Legal Services;
- B) That Regional Council support any submissions for funding under Phase 2 of the Federal-Provincial Safe Restart program under both the transit funding stream and the municipal operating funding stream on the basis that funding provided under Phase 1 is not expected to be sufficient to address COVID-19 related operating cost pressures;
- C) That the Regional Chair and Clerk be authorized to execute any required Transfer Payment Agreements for funding under the Phase 2 Federal-Provincial Safe Restart program, under both the transit funding stream and the municipal operating funding stream, subject to the concurrence of the Commissioner of Finance and Director of Legal Services;
- D) That the Commissioner of Finance/Treasurer be authorized to sign any required documentation or agreements, including but not limited to any future amendments to the TPAs, to secure senior government funding under the Municipal Transit Enhanced Cleaning program and the Federal-Provincial Safe Restart programs; and
- E) That approval be granted for any required by-laws under the Municipal Transit Enhanced Cleaning program and the Federal-Provincial Safe Restart programs.

CARRIED

## 9. Advisory Committee Resolutions

### 9.1 Durham Region Roundtable on Climate Change (DRRCC)

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- A) Request for an Annual Progress Report from the Conversation Authorities re: Climate Change Action
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Staff provided clarification on the intent of the motion and advised that the DRRCC is looking for general updates on all climate change related initiatives from the Conservation Authorities (CA's) and are currently looking to engage with the CA's on tree planting programs. In response to a concern raised by Councillor Ashe, staff advised that they will prepare templates for the CA's to use for these updates.

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

- A) That the Conservation Authorities (CA) provide an annual progress report on the activities of the CA's climate change action through natural based solutions to the Durham Region Roundtable on Climate Change Committee (DRRCC); and
- B) That the Durham Regional Chair request to the Chair of each CA, the opportunity to present the details of this program to their respective Full Authorities at a future meeting.

CARRIED

**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, November 10, 2020 at 9:30 AM in Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby.

**13. Adjournment**

Moved by Councillor Mulcahy, Seconded by Councillor Collier,  
(80) That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:44 AM

Respectfully submitted,

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A. Foster, Chair

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L. Fleury, Legislative Officer