



The Regional Municipality of Durham

Finance & Administration Committee Agenda

Council Chambers
Regional Headquarters Building
605 Rossland Road East, Whitby

Tuesday, April 13, 2021

9:30 AM

Please note: In an effort to help mitigate the spread of COVID-19, and to generally comply with the directions from the Government of Ontario, it is requested in the strongest terms that Members participate in the meeting electronically. Regional Headquarters is closed to the public, all members of the public may [view the Committee meeting](#) via live streaming, instead of attending the meeting in person. If you wish to register as a delegate regarding an agenda item, you may register in advance of the meeting by noon on the day prior to the meeting by emailing delegations@durham.ca and will be provided with the details to delegate electronically.

1. Roll Call

2. Declarations of Interest

3. Adoption of Minutes

- A) Finance & Administration Committee meeting – March 9, 2021

Pages 4 - 11

4. Statutory Public Meetings

There are no statutory public meetings

5. Delegations

- 5.1 John Colligan, Durham Resident re: NSF Water Billing Charge

6. Presentations

- 6.1 Mary Simpson, Director of Risk Management, Economic Studies and Procurement, re: Development Charge Update

7. Administration

7.1 Correspondence

7.2 Reports

There are no Administration Reports to be considered

8. Finance

8.1 Correspondence

8.2 Reports

- A) Virtual Supplier Information Event – April 28, 2021 (2021-F-7) 12 - 14

9. Advisory Committee Resolutions

9.1 Accessibility Advisory Committee

- A) Appointment of Accessibility Advisory Committee Member to
Transit Advisory Committee 15

Recommendation: Approval and subsequent recommendation to
Regional Council

10. Confidential Matters

10.1 Reports

- A) Confidential Report of the Commissioner of Corporate
Services – Labour Relations/Employee Negotiations
with respect to the Ontario Nurses' Association ("ONA"),
Local 51 (2021-A-7) Under Separate Cover

11. Other Business

12. Date of Next Meeting

Tuesday, May 11, 2021 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.

The Regional Municipality of Durham

MINUTES

FINANCE & ADMINISTRATION COMMITTEE

Tuesday, March 9, 2021

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

1. Roll Call

Present: Councillor Foster, Chair
Councillor Collier, Vice-Chair
Councillor Ashe
Councillor Drew
Councillor Leahy attended the meeting at 9:33 AM
Councillor Mulcahy
Councillor Nicholson
Regional Chair Henry
***all members of Committee participated electronically**

Also
Present: Councillor Highet
Councillor Schummer
Councillor Smith
Councillor Wotten

Staff
Present: E. Baxter-Trahair, Chief Administrative Officer
D. Beaton, Commissioner of Corporate Services
N. Taylor, Commissioner of Finance
S. Austin, Director, Strategic Initiatives
B. Bridgeman, Commissioner of Planning and Economic Development
S. Danos-Papaconstantinou, Commissioner of Social Services
W. Holmes, General Manager, DRT
J. Hunt, Regional Solicitor/Director of Legal Services
R. Inacio, Systems Support Specialist, Corporate Services - IT
I. McVey, Manager, Sustainability, Office of the CAO
S. Siopis, Commissioner of Works
R. Walton, Regional Clerk/Director of Legislative Services
G. Williams, Director, Corporate Communications
T. Fraser, Committee Clerk, Corporate Services – Legislative Services

2. Declarations of Interest

There were no declarations of interest.

3. Adoption of Minutes

Moved by Regional Chair Henry, Seconded by Councillor Collier,
(21) That the minutes of the regular Finance & Administration Committee
meeting held on Tuesday, February 9, 2021, be adopted.

CARRIED

4. Statutory Public Meetings

There were no statutory public meetings.

5. Delegations

5.1 John Colligan, Durham Resident re: NSF Water Billing Charge

John Colligan withdrew his request to appear prior to the meeting.

**5.2 Colin Thomson, Commodore, PARA Marine Search & Rescue re: 2021
Community, Government and Corporate Awareness Update on Activities and
Support**

Colin Thomson, participating electronically, provided a PowerPoint presentation regarding PARA Marine Search & Rescue. A copy of his presentation was distributed electronically to the Committee.

C. Thomson provided a brief overview of their history and vessels since 1967. He also provided an update on their 2021-2025 Strategic and Business Plan. He advised of recent changes to their Board membership and he stated that they ensure Search and Rescue (SAR) Readiness through training with partners

C. Thomson provided an overview from their 2020 Durham Region Report. He explained that the number of community hours in 2020 were reduced due to COVID-19 and that the number of taskings increased significantly. He also displayed a chart of their historical taskings from 1984 to 2020, a map of 2020 taskings by location, and provided examples of their taskings.

C. Thomson advised in 2020 they changed their name to PARA Marine Search & Rescue. He also advised that they have new branding with colours that include SAR orange. For 2021 they have a new event trailer, which will be stored at Port Whitby Marina.

C. Thomson concluded by advising that their current vessel was put into service in the mid 1990s and it will need to be replaced within the next 10 years. He noted

that the vessel cost is estimated at \$1 to \$2 million. He advised that they have saved approximately 10% of the cost and are looking for strategies to finance a replacement vessel. He provided an overview of how they are funded, and he advised that funds received are almost all spent locally.

C. Thomson responded to questions from the Committee.

6. Presentations

6.1 Ian McVey, Manager of Sustainability, re: 2021 Climate Change Update and Corporate Climate Action Plan (2021-A-3)

I. McVey provided a PowerPoint presentation outlining the details of Report #2021-A-3 of the Chief Administrative Officer. Highlights of his presentation included:

- Regional Corporate Influence over GHG Emissions
- Corporate Carbon Management Framework
- Recommended Corporate Targets
- Carbon Budget Management Process
- Annual Carbon Budget Reporting – Sample Key Performance Indicators
- Implementation Governance
- 2019 Corporate GHG Inventory Update
- Proposed/Potential Short-term Corporate GHG Reduction Priorities to 2025 & 2030
- Facilities GHG Reduction Analysis
- Climate Finance Strategies
- Durham Community Energy Plan Update
- Durham Community GHG Emissions Profile
- Proposed Community GHG Targets
- Implementation Priority: Residential Retrofits
- Durham Home Energy Savings Program – Implementation Timeline
- Implementation Priority: Green Development
- Implementation Priority: Electric Vehicles

I. McVey responded to questions with respect to other potential funding opportunities for key initiatives; GHG emissions targets and Durham's forecasted growth; proposed initiatives related to green development; and outcomes from previous projects with the development industry.

7. Administration

7.1 Correspondence

- A) Correspondence from Kerry Meydam re: 2021 Climate Change Update and Corporate Climate Change Action Plan (2021-A-3)
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Moved by Councillor Ashe, Seconded by Councillor Leahy,

- (22) That correspondence from Kerry Meydam re: 2021 Climate Change Update and Corporate Climate Change Action Plan be referred to Report #2021-A-3 of the Chief Administrative Officer.

CARRIED

7.2 Reports

- A) 2021 Climate Change Update and Corporate Climate Change Action Plan (2021-A-3)
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Report #2021-A-3 from E. Baxter-Trahair, Chief Administrative Officer, was received.

I. McVey responded to questions with respect to how the GHG emissions targets were established; potential opportunities for partnerships with the area municipalities; and if staff will be providing a response to the correspondence received from K. Meydam earlier in the meeting. It was requested that a copy of staff's response to the correspondence from Kerry Meydam be circulated to members of Council.

Moved by Councillor Collier, Seconded by Councillor Mulcahy,

- (23) That we recommend to Council:

- A) That Regional Council approve new short, medium, and long-term targets to reduce corporate greenhouse gas (GHG) emissions, namely:
- 20 per cent GHG emissions reduction by 2025, below 2019 levels,
 - 40 per cent GHG emissions reduction by 2030, below 2019 levels,
 - 100 per cent GHG emissions reduction by 2045, below 2019 levels;
- B) That Regional Council approve the Durham Region Corporate Climate Action Plan which identifies how climate change considerations will be embedded across all elements of Regional business, included as Attachment #1 to Report #2021-A-3, and as outlined in Report #2021-A-3;
- C) That Regional Council endorse 2025, 2030 and 2050 community GHG emissions targets, as outlined in Report #2021-A-3, as follows:
- 10 per cent GHG emissions reduction by 2025, below 2019 levels,
 - 30 per cent GHG emissions reduction by 2030, below 2019 levels,

- 100 per cent GHG emissions reduction by 2050, below 2019 levels; and

D) That a copy of Report #2021-A-3 and the Durham Region Corporate Climate Action Plan be sent to local area municipalities, the Ministry of Environment, Conservation and Parks, the Ministry of Energy Northern Development and Mines, Infrastructure Canada, Environment and Climate Change Canada, the Federation of Canadian Municipalities, and the Association of Municipalities of Ontario (AMO).

CARRIED

B) The Regional Municipality of Durham's Accessibility Advisory Committee's 2020 Annual Report and 2021 Workplan (2021-A-4)

Report #2021-A-4 from E. Baxter-Trahair, Chief Administrative Officer, was received.

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

- A) That Report #2021-A-4 of the Chief Administrative Officer be received for information as The Regional Municipality of Durham's Accessibility Advisory Committee's 2020 Annual Report; and
- B) That the Regional Municipality of Durham's Accessibility Advisory Committee's 2021 Workplan be approved.

CARRIED

C) Appointment of the Regional Fire Coordinator and Deputy Fire Coordinator (2021-A-5)

Report #2021-A-5 from J. Kilgour, Director of Emergency Management, was received. A revised recommendation was displayed for members of the Committee.

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

- A) That Clarington Fire Chief Gord Weir be re-appointed Regional Fire Coordinator, effective February 1, 2021;
- B) That Pickering Deputy Fire Chief Stephen Boyd be appointed Deputy Regional Fire Coordinator, effective February 1, 2021;
- C) That honoraria for these positions be provided as per the annual Regional budget; and

- D) That Corporate Services – Legal Services be requested to prepare the appropriate by-law to replace By-law 26-2009 to permit the option to appoint a Deputy Fire Chief as the Regional Fire Coordinator or Deputy Regional Fire Coordinator.

CARRIED

8. Finance

8.1 Correspondence

There were no communications to consider.

8.2 Reports

- A) The Remuneration and Expenses in 2020 of Members of Regional Council and Regional Council Appointees to Local Boards, as Required by Section 284(1) of the Municipal Act, 2001, S.O. 2001, c. 25 (2021-F-6)
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Report #2021-F-6 from N. Taylor, Commissioner of Finance, was received.

N. Taylor responded to a question with respect to remuneration paid to members of Council appointed to Conservation Authorities. It was noted that remuneration is paid directly from the Conservation Authorities.

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

That Report #2021-F-6 of the Commissioner of Finance be received for information.

CARRIED

9. Advisory Committee Resolutions

9.1 Durham Region Roundtable on Climate Committee

- A) Unflood Ontario: Call to Action Resolution

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

That the Region of Durham join the Unflood Ontario Network and commit to the following:

- Having the Region of Durham listed in the Unflood Ontario “About Us” section under the following wording: “Our Network: The following groups and individuals are working together to “unflood” Ontario by educating and engaging the public about the impact of floods and the multiple benefits of Natural Infrastructure”;

- Using the Region's communications channels to promote and share, where feasible, Unflood Ontario communications content (eg. the videos, reports, social media messaging, etc.) starting on April 19th (the launch date); and
- Exploring with Unflood Ontario any collaboration opportunities to promote Natural Infrastructure;

Acknowledging Unflood Ontario will:

- Provide the Region with a communications schedule and timely access to content to ensure the Region has sufficient time to plan and distribute Unflood Ontario content in a way that best assists the Region;
- Work with the Region to meet any communications special needs and/or opportunities; and
- Help the Region further its goals related to flood reduction and Natural Infrastructure.

CARRIED

10. Confidential Matters

There were no confidential matters to be considered.

11. Other Business

11.1 Meetings Calendar on Regional Website

Councillor Collier inquired about the date settings for the meetings calendar on the Regional website. He advised that when he tries to access the meetings calendar the date appears with meetings beginning in December 2019.

D. Beaton advised that the meetings calendar should open with the current date as the start date and Councillor Collier may have a previous search saved which needs to be cleared in order for the listing to begin with the current date.

12. Date of Next Meeting

The next regularly scheduled Finance & Administration Committee meeting will be held on Tuesday, April 13, 2021 at 9:30 AM in Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby.

13. Adjournment

Moved by Councillor Leahy, Seconded by Councillor Mulcahy,
(28) That the meeting be adjourned.

CARRIED

The meeting adjourned at 10:28 AM

Respectfully submitted,

A. Foster, Chair

T. Fraser, Committee Clerk



The Regional Municipality of Durham Report

To: Finance and Administration Committee
From: Commissioner of Finance
Report: #2021-F-7
Date: April 13, 2021

Subject:

Virtual Supplier Information Event – April 28, 2021

Recommendation:

That the Finance and Administration Committee receive this report for information.

Report:

1. Purpose

This report is provided for information purposes to advise of the upcoming virtual Supplier Information Event being hosted by the Region of Durham, Finance Department's Purchasing Section in partnership with the Durham Region Purchasing Co-operative members.

2. Supplier Information Event

The Finance Department, Purchasing Section, along with the Durham Purchasing Co-operative, hosts this event every few years to assist and encourage vendors, including small businesses, in doing business with the Region of Durham and the co-operative members. This year, the Supplier Information Event will be held virtually on Wednesday, April 28, 2021 from 3:00 to 4:30pm.

One of the challenges experienced by small vendors is the complexity of the bidding process. The size of the procurement document as well as the submission requirements can be intimidating to those who are not familiar with the process. Small vendors may therefore be hesitant to participate due to lack of understanding of the rules and legislation surrounding it.

Other small vendor concerns include:

- familiarity with the types of goods and services that the Region purchases
- how to contact the Region and who their first point of contact should be
- how to find bid opportunities for upcoming Regional work

In order to address these issues, Regional purchasing staff, in partnership with the Durham Purchasing Co-operative (the local area municipalities and other public institutions), is hosting a Supplier Information Event.

The Durham Purchasing Co-operative is made up of the following:

Full Members

- The Regional Municipality of Durham
- The Corporation of the Town of Ajax
- The Corporation of the Municipality of Clarington
- The Corporation of the City of Oshawa
- The Corporation of the City of Pickering
- The Corporation of the Town of Whitby
- The Durham District School Board
- University of Ontario Institute of Technology and Durham College

Associate Members

- The Corporation of the Township of Brock
- The Corporation of the Township of Scugog
- The Corporation of the Township of Uxbridge
- Durham Region Non-Profit Housing Corporation
- Municipal Property Assessment Corporation
- Central Lake Ontario Conservation Authority (CLOCA)

The Region of Durham, as well as several of the participating member agencies of the Durham Purchasing Co-operative, will be on-line to answer questions during this event. This will give the vendors an opportunity to ask questions to the purchasing staff from the Region and the other Durham Purchasing Co-operative agencies.

The event will include presentations on how to register your company on the Region's bidding website and find bidding opportunities.

This event is currently posted on the Region of Durham web site and encourages all prospective and new vendors to attend. The event will also be advertised through public service announcement in the local newspapers and social media and through Regional Economic Development section, the local Chambers of Commerce and Boards of Trade, as well as electronically to suppliers registered through the Bids and Tenders ebidding tool.

3. Conclusion

The Finance Department, Purchasing Section will continue to encourage and assist small vendors in doing business with the Region of Durham. As part of this process, the Supplier Information Event will continue to be a regular event to encourage small vendor involvement with the Region of Durham and our Purchasing Co-operative partners.

Respectfully submitted,

Original Signed By

Nancy Taylor, BBA, CPA, CA
Commissioner of Finance

Recommended for Presentation to Committee

Original Signed By

Elaine C. Baxter-Trahair
Chief Administrative Officer

Resolutions from Advisory Committees

Accessibility Advisory Committee

1. Appointment of Accessibility Advisory Committee Member to Transit Advisory Committee
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That we recommend to the Finance and Administration Committee for approval and subsequent recommendation to Regional Council:

That Heather Hall be appointed as the Accessibility Advisory Committee representative to the Transit Advisory Committee.