

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, June 8, 2021

A regular meeting of the Finance & Administration Committee was held on Tuesday, June 8, 2021 in the Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby, Ontario at 9:30 AM. Electronic participation was offered for this meeting.

1. Roll Call

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

Also
Present: Councillor Crawford
Councillor Dies
Councillor Smith

Staff
Present: E. Baxter-Trahair, Chief Administrative Officer
D. Beaton, Commissioner of Corporate Services
B. Bridgeman, Commissioner of Planning & Economic Development
S. Danos-Papaconstantinou, Commissioner of Social Services
T. Fraser, Committee Clerk, Corporate Services – Legislative Services
W. Holmes, General Manager, DRT
J. Hunt, Regional Solicitor/Director of Legal Services, Corporate Services – Legal
R. Inacio, Systems Support Specialist, Corporate Services – IT
J. Kilgour, Director, DEMO
N. Pincombe, Director, Business Planning & Budgets
N. Taylor, Commissioner of Finance
R. Walton, Regional Clerk/Director of Legislative Services
L. Fleury, Legislative Officer and Deputy Clerk Pro Tem, Corporate Services – Legislative Services

The Chair called the meeting to order at 9:30 AM.

The Chair advised that due to technical difficulties the Region is unable to livestream the meeting and as a result the meeting is unable to proceed until 10:00 AM. The Chair asked for a motion to recess the meeting until 10:00 AM

Moved by Regional Chair Henry, Seconded by Councillor Drew,
(46) That the Committee recess until 10:00 AM.

CARRIED

The Committee recessed at 9:30 AM and reconvened at 10:00 AM.

2. Declarations of Interest

There were no declarations of interest.

3. Adoption of Minutes

Moved by Councillor Ashe, Seconded by Regional Chair Henry,
(47) That the minutes of the regular Finance & Administration Committee meeting held on Tuesday, May 11, 2021, be adopted.

CARRIED

N. Taylor, Commissioner of Finance, announced that the Region of Durham is the winner of the Government Finance Officers Association 2020 Financial Policy Challenge. She expressed her gratitude to staff for their hard work in achieving this award.

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) Succession Management Bi-Annual Update (2021-A-12)

Report #2021-A-12 from D. Beaton, Commissioner of Corporate Services, was received. Chair Foster suggested the possibility of including charts in future reports to show where progress has been made and where there may be potential challenges with succession planning.

Moved by Regional Chair Henry, Seconded by Councillor Leahy,
(48) That Report #2021-A-12 of the Commissioner of Corporate Services be received for information.

CARRIED

B) The Regional Municipality of Durham's 2020 Accessibility Report (2021-A-13)

Report #2021-A-13 from E. Baxter-Trahair, Chief Administrative Officer, was received.

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

That the Regional Municipality of Durham's 2020 Accessibility report be received for information.

CARRIED

8. Finance

8.1 Correspondence

There were no communications to consider.

8.2 Reports

A) 2021/2022 Annual Risk Management and Insurance Report (2021-F-12)

Report #2021-F-12 from N. Taylor, Commissioner of Finance, was received. N. Taylor advised that the overall insurance cost increase for members of the Durham Municipal Insurance Pool this year is 7.3%, which is exceptionally good compared to the increases other municipalities have seen.

Moved by Councillor Mulcahy, Seconded by Councillor Collier,
(50) That we recommend to Council:

- A) That the Commissioner of Finance be authorized to enter into a contract of insurance with Frank Cowan Company for the insurance coverages specific to Durham Region, including Duffin Creek Water Pollution Control Plant, aviation for the Region's drone and Durham Regional Police Service's helicopter for the period of July 1, 2021 to June 30, 2022 at an estimated cost of \$565,571 plus applicable taxes;

- B) That the Commissioner of Finance be authorized to enter into a contract of insurance with Frank Cowan Company for insurance coverages related to Durham Region Transit for the period July 1, 2021 to June 30, 2022 at an estimated cost of \$2,313,052 plus applicable taxes;
- C) That the Commissioner of Finance be authorized to secure and finalize the cyber insurance placement for the period of July 1, 2021 to June 30, 2022;
- D) That the Commissioner of Finance be authorized to retain consulting services for the continued implementation of a fulsome Enterprise Risk Management Framework at the Region of Durham at a cost not to exceed \$75,000 to be funded from the Region's Insurance Reserve Fund; and
- E) That the fundamentals of the Region's Risk Management Program continue to be supported in principle to ensure that the Region's assets are adequately protected and to ensure the financial stability of the Region.

CARRIED

B) Provincially Mandated Business Protection Program (Capping Program) Update (2021-F-13)

Report #2021-F-13 from N. Taylor, Commissioner of Finance, was received.

Moved by Councillor Leahy, Seconded by Councillor Drew,
(51) That we recommend to Council:

That Report #2021-F-13 of the Commissioner of Finance be received for information.

CARRIED

C) Water Meters and Related Equipment, Software and Services (2021-F-14)

Report #2021-F-14 from N. Taylor, Commissioner of Finance, was received. N. Taylor advised that the Region is looking to transition entirely to remote water meter readings.

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

- A) That the current Standing Agreement (C002817) with Neptune Technology Group (Canada) Limited for the provision of Water Meters and Related Equipment and Services be extended for the period of October 31, 2021 to October 31, 2023;
- B) That the Regional Municipality of Durham continue with the standardization of Neptune Water Meters, Related Equipment, Software and Services;

- C) That the Competitive Procurement Process be utilized for Water Meter Replacement Services for a new services agreement beyond October 31, 2023; and
- D) That the Commissioner of Finance be authorized to execute all documents related to the contract.

CARRIED

- D) Final Recommendations Regarding Amendments to Regional Residential and Non-residential Development Charge By-law No. 28-2018 (2021-F-15)
-

Report #2021-F-15 from N. Taylor, Commissioner of Finance, was received.

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

- A) That Pursuant to Section 10(1) of the Development Charges Act, 1997, the Regional Residential and Non-residential Development Charges Background Study dated April 23, 2021 be adopted;
- B) That effective July 1, 2021, Regional Residential and Non-residential Development Charge By-law No. 28-2018 be amended, as set out in the amending by-law (Attachment No. 1) to address the changes to Development Charges Act, 1997, resulting from Bill 108: *More Homes, More Choice Act, 2019*, Bill 138: *Plan to Build Ontario Together Act, 2019*, Bill 197, *COVID-19 Economic Recovery Act 2020* and O. Reg. 454/19 and to modify the development charge calculation for Long-term Care;
- C) That the Regional Residential Development Charges for each service and unit type as indicated in Table 1 below be effective July 1, 2021:

Table 1
Region of Durham
Recommended Residential Development Charges
Effective July 1, 2021 ⁽²⁾
\$ per dwelling Unit

SERVICE CATEGORY	Single / Semi Detached \$	Medium Density Multiples \$	Two Bedroom Apartment and Larger \$	One Bedroom Apartment and Smaller \$
Regional Roads	10,332	8,302	6,001	3,912
Regional Police Services	798	642	465	302
Long Term Care	266	214	154	100
Paramedic Services	210	168	122	79
Health and Social Services	137	110	80	52
Housing Services	479	387	279	181
Water Supply	10,522	8,454	6,113	3,983
Sanitary Sewerage	10,241	8,228	5,950	3,878
Total - By-law No. 28-2018	32,985	26,505	19,164	12,487
GO Transit ⁽¹⁾	790	699	496	295
Regional Transit ⁽¹⁾	1,275	1,026	741	480
Total (All Services)	\$ 35,050	\$ 28,230	\$ 20,401	\$ 13,262

Notes:

1. The development charges for GO Transit and Regional Transit are under By-laws No. 86-2001 and No. 81-2017 respectively. The amendments to By-law No. 86-2001 and 81-2017 have no impact on the GO Transit and Regional Transit development charge rates.
2. Includes the impacts of the recommended amendments to Regional DC by-law No. 28-2018 and the impact of the 3.1 per cent indexing which takes effect on July 1, 2021.

D) That any complete submission for the preparation of a subdivision agreement received by the Development Approvals Division of the Regional Works Department on or by June 30, 2021 be given the option of being processed under the policies and rates of the current Development Charges By-Law No. 28-2018 excluding the recommended amendments, where a complete submission requires all of the following to have been submitted to, and received by, the Development Approvals Division in a form satisfactory to the Region:

- i) Ministry of the Environment and Climate Change approval;
- ii) Detailed cost estimate;
- iii) Three (3) copies of the proposed Final Plan (M-Plan);

- iv) Regional Planning approval of the Final Plan;
- v) Three (3) copies of all proposed Reference Plans (R-Plans);
- vi) Three (3) copies of approved General Plan of Services (signed by the Local Municipality and the Region); and
- vii) Regional Subdivision Agreement Information Checklist.

Subdivision agreements which have been processed according to By-Law No. 28-2018 excluding the impact from the recommended amendments must be executed within three months following the effective date of the amendments, which are recommended to take effect on July 1, 2021, otherwise they shall be deemed cancelled and will be replaced with a subdivision agreement processed according to By-law No. 28-2018 as amended, where execution requires all of the following to have been submitted to, and received by, the Regional Legal Department in a form satisfactory to the Region:

- i) signed Subdivision Agreement, including all schedules;
 - ii) payments of fees identified in the agreement;
 - iii) securities identified in the agreement;
 - iv) prepayment of Development Charges for Sanitary Sewerage, Water Supply and Regional Roads, and
 - v) Insurance Certificate;
- E) That the Regional Solicitor be instructed to prepare the requisite Development Charge By-law for presentation to Regional Council and passage;
- F) That the Regional Solicitor be instructed to revise future development agreements and any by-law(s) relating thereto to reflect any changes required to implement the foregoing recommendations and that any such revised by-law(s) be presented to Council for passage;
- G) That the Treasurer be instructed to prepare the requisite development charge pamphlet and related materials pursuant to the Development Charges Act, 1997; and
- H) That the Regional Clerk be instructed to follow the notification provisions pursuant to the Development Charges Act, 1997.

CARRIED

- E) Final Recommendations Regarding Amendments to Regional Transit Development Charge By-law No. 81-2017 (2021-F-16)
-

Report #2021-F-16 from N. Taylor, Commissioner of Finance, was received.

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

- A) That Pursuant to Section 10(1) of the Development Charges Act, 1997, the Regional Transit Development Charges Background Study dated April 23, 2021 be adopted;
- B) That effective July 1, 2021, Regional Transit Development Charges By-law No. 81-2017 be amended, as set out in the amending by-law (Attachment No. 1 to Report #2021-F-16 of the Commissioner of Finance) to address the changes to Development Charges Act, 1997, resulting from Bill 108: *More Homes, More Choice Act, 2019*, Bill 138: *Plan to Build Ontario Together Act, 2019*, Bill 197: *COVID-19 Economic Recovery Act, 2020* and O. Reg. 454/19;
- C) That the Regional Solicitor be instructed to prepare the requisite Development Charge By-law for presentation to Regional Council and passage;
- D) That the Regional Solicitor be instructed to revise future development agreements and any by-law(s) relating thereto to reflect any changes required to implement the foregoing recommendations and that any such revised by-law(s) be presented to Council for passage;
- E) That the Treasurer be instructed to prepare the requisite development charge pamphlet and related materials pursuant to the Development Charges Act, 1997; and
- F) That the Regional Clerk be instructed to follow the notification provisions pursuant to the Development Charges Act, 1997.

CARRIED

F) Final Recommendations Regarding Amendments to GO Transit Development Charge By-law No. 86-2001 (2021-F-17)

Report #2021-F-17 from N. Taylor, Commissioner of Finance, was received.

Moved by Regional Chair Henry, Seconded by Councillor Mulcahy,

(55) That we recommend to Council:

- A) That Pursuant to Section 10(1) of the Development Charges Act, 1997, the GO Transit Development Charges Background Study dated April 23, 2021 be adopted;
- B) That effective July 1, 2021, GO Transit Development Charge By-law No. 86-2001 be amended, as set out in the amending by-law (Attachment No. 1 to Report #2021-F-17 of the Commissioner of Finance) to address the changes to Development Charges Act, 1997, resulting from Bill 108: *More Homes, More Choice Act, 2019*, Bill 138: *Plan to Build Ontario Together Act, 2019*, Bill 197: *COVID-19 Economic Recovery Act, 2020* and O. Reg 454/19;

- C) That the Regional Solicitor be instructed to prepare the requisite Development Charge By-law for presentation to Regional Council and passage;
- D) That the Regional Solicitor be instructed to revise future development charge agreements and any by-law(s) relating thereto to reflect any changes required to implement the foregoing recommendations and that any such revised by-law(s) be presented to Council for passage;
- E) That the Treasurer be instructed to prepare the requisite development charge pamphlet and related materials pursuant to the Development Charges Act, 1997; and
- F) That the Regional Clerk be instructed to follow the notification provisions pursuant to the Development Charges Act, 1997.

CARRIED

G) Appointment of Municipal Auditor (2021-F-18)

Report #2021-F-18 from N. Taylor, Commissioner of Finance, was received.

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

- A) That the firm Deloitte LLP be appointed as Municipal Auditor for the 2021 and 2022 fiscal years for the Regional Municipality of Durham and the Durham Regional Local Housing Corporation; and
- B) That the Legal Department be directed to submit the appropriate by-law.

CARRIED

9. Advisory Committee Resolutions

There were no advisory committee resolutions to be considered.

10. Confidential Matters

There were no confidential matters to be considered.

11. Other Business

11.1 Joint Capital Projects

Councillor Nicholson questioned whether there have been any discussions on developing reciprocal agreements between the area municipalities and the Region for capital projects that they are participating in jointly. He noted that if there is a delay in a project, then costs increase, and suggested that the partner responsible for the delay could reimburse the other for the resulting cost increase.

He cited a current project on Ritson Road North in Oshawa as an example. N. Taylor suggested that he contact her and S. Siopis, Commissioner of Works, with respect to the specific project so that they can obtain further details.

Chair Foster suggested that the Mayors speak to the Treasurers for their municipalities to see how often this type of scenario occurs and determine whether a policy should be developed in this regard.

12. Date of Next Meeting

The next regularly scheduled Finance & Administration Committee meeting will be held on Tuesday, September 14, 2021 at 9:30 AM in Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby.

13. Adjournment

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

CARRIED

The meeting adjourned at 10:19 AM

Respectfully submitted,

A. Foster, Chair

L. Fleury, Legislative Officer