



## The Regional Municipality of Durham

### Finance and Administration Committee Agenda

Tuesday, November 12, 2024, 9:30 a.m.

Regional Council Chambers

Regional Headquarters Building

605 Rossland Road East, Whitby

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2054.

Note: This meeting will be held in a hybrid meeting format with electronic and in-person participation. Committee meetings may be [viewed via live streaming](#).

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10.	<b>Confidential Matters</b> There are no confidential matters to be considered		
11.	<b>Other Business</b>		
12.	<b>Date of Next Meeting</b> Tuesday, December 10, 2024 at 9:30 AM		
13.	<b>Adjournment</b> 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.		

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## The Regional Municipality of Durham

### MINUTES

#### FINANCE & ADMINISTRATION COMMITTEE

Tuesday, September 10, 2024

A regular meeting of the Finance & Administration Committee was held on Tuesday, September 10, 2024 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 Ashe, Chair  
Councillor Leahy, Vice-Chair  
Councillor Garrod\*  
Councillor Lee  
Councillor McDougall  
Councillor Schummer\*  
Councillor Woo\*  
Regional Chair Henry  
**\*denotes Councillors participating electronically**

Also  
Present: Councillor Wotten\*  
**\*denotes visiting Councillors participating electronically**

Staff  
Present: E. Baxter-Trahair, Chief Administrative Officer\*  
A. Burgess, Director, Communications & Engagement  
L. Fleury, Deputy Clerk, Corporate Services – Legislative Services  
T. Fraser, Committee Clerk, Corporate Services - Legislative Services  
B. Goodwin, Commissioner of Corporate Services  
A. Harras, Regional Clerk/Director of Legislative Services  
A. Hector-Alexander, Director, Diversity, Equity, and Inclusion  
W. Holmes, General Manager, DRT  
R. Inacio, Systems Support Specialist, Corporate Services - IT  
K. Smith, Committee Clerk, Corporate Services – Legislative Services  
N. Taylor, Commissioner of Finance  
A. Wakeford, Solicitor, Regional Solicitor's Office  
V. Walker, Committee Clerk, Corporate Services – Legislative Services  
**\* denotes staff participating electronically**

#### 2. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest made.

### 3. Adoption of Minutes

Moved by Councillor Leahy, Seconded by Councillor Lee,  
(50) That the minutes of the following meetings be adopted:

- Regular Finance & Administration Committee meeting held on Tuesday, June 11, 2024; and
- Closed Finance & Administration Committee meeting held on Tuesday, June 11, 2024.

CARRIED

### 4. Statutory Public Meetings

There were no statutory public meetings.

### 5. Presentations

There were no presentations.

### 6. Delegations

There were no delegations.

### 7. Administration

#### 7.1 Correspondence

There were no communications to consider.

#### 7.2 Reports

##### A) Regional Council Expense Policy (2024-A-13)

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Report #2024-A-13 from B. Goodwin, Commissioner of Corporate Services and N. Taylor, Commissioner of Finance, was received.

Staff responded to questions with respect to why the per term discretionary allocation was set at \$16,000; the per term allocations for other Regional municipalities; whether there will be a budgetary impact to increasing the allocation; if the new limit is effective immediately; and if the allocation will increase for each term of Council.

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

- A) That the Regional Council Expense Policy generally in the format included as Attachment #1 to Report #2024-A-13 of the Commissioner of Corporate Services and Commissioner of Finance be approved;
- B) That the base per term Discretionary Allocation be adjusted and that the Regional Treasurer be granted the authority to update the per term

Discretionary Allocation, in Schedule A of the Council Expense Policy, at the start of each new term of Regional Council in accordance with Consumer Price Index (CPI) inflationary increases measured against the start of the previous term of office;

- C) That the Regional Treasurer be granted the authority to update the Per Diem Reimbursement and Mileage rates, in Schedule A of the Council Expense Policy, at any time in order to match changes to the rates for Regional employees; and
- D) That a copy of the Council Expense Policy be sent to the local area municipalities following approval of the policy and at the beginning of each term of Council.

CARRIED

## 8. Finance

### 8.1 Correspondence

There were no communications to consider.

### 8.2 Reports

- A) The issuance of debentures on behalf of the Town of Ajax, the Municipality of Clarington and the City of Oshawa (2024-F-17)

Report #2024-F-17 from N. Taylor, Commissioner of Finance, was received.

Moved by Councillor Lee, Seconded by Councillor McDougall,  
(52) That we recommend to Council:

- A) That the Commissioner of Finance be authorized to issue external debentures, in a total principal amount not to exceed \$56,516,500 on behalf of the Town of Ajax and the Municipality of Clarington over various terms, with such terms not to exceed 20 years relating to the financing requirements detailed in the body of Report #2024-F-17 of the Commissioner of Finance;
- B) That the Commissioner of Finance be authorized to issue an internal debenture for and on behalf of the City of Oshawa in an amount of \$7,469,000 on the basis that the City of Oshawa will purchase the debenture using reserve funds of the City of Oshawa;
- C) That the Commissioner of Finance be authorized to negotiate the proposed terms and conditions of the external debenture issue as deemed necessary by the Fiscal Agents and sign the Purchase Letter to successfully market the issue to prospective investors, with the possibility that the Region may purchase all or part of the debentures; and

- D) That the Region be authorized to issue the external debentures through CDS Clearing and Depository Services Inc.'s "Book Entry Only" system.  
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**

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, October 8, 2024 at 9:30 AM in Council Chambers, Regional Headquarters Building, 605 Rossland Road East, Whitby.

**13. Adjournment**

Moved by Councillor Leahy, Seconded by Councillor Lee,  
(53) That the meeting be adjourned.  
CARRIED

The meeting adjourned at 9:37 AM

Respectfully submitted,

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K. Ashe, Chair

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L. Fleury, Deputy Clerk

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2009.



# The Regional Municipality of Durham Report

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To: Finance and Administration Committee  
From: Chief Administrative Officer  
Report: #2024-A-16  
Date: November 12, 2024

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**Subject:**

Durham Region Anti-Racism Taskforce Update

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**Recommendation:**

Receive for information.

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**Report:**

**1. Purpose**

1.1 The purpose of this report is to present an update on the projects and activities undertaken by the Durham Region Anti-Racism Taskforce (DRART) as outlined in their 2023 Workplan (Attachment #1).

**2. Background**

2.1 The DRART was established in 2021 to act as an advisory body to Regional Council through the Finance and Administration Committee on issues related to racism—structural, systemic and interpersonal.

2.2 The DRART Terms of Reference (Attachment #2) provides for members to be appointed by the Finance and Administration Committee and Regional Council.

2.3 Durham Regional Council approved the appointments of community members and representatives from industry, association and public institutions on February 1, 2023. On March 30, 2023, the first DRART meeting of this term was held.

2.4 To establish the 2023 Workplan, the DRART members identified priority areas for this new term. Projects and activities aligned to the priority areas were discussed and agreed to by the DRART members and outlined in their workplan.

2.5 Durham Regional Council approved the DRART 2023 Workplan on September 27, 2023.

### 3. Previous Reports and Decisions

3.1 Report #2023-A-14, Durham Region Anti-Racism Taskforce Cohort 2 Workplan

3.2 Report #2023-A-1, Durham Region Anti- Racism Taskforce Membership Appointments and Revised Terms of Reference

3.3 Report #2022-A-9, Durham Region Anti-Racism Taskforce 2022 Workplan

3.4 Report #2021-A-20, Durham Region Anti-Racism Taskforce Membership Appointments

3.5 Report #2021-A-8, Durham Region Anti-Racism Taskforce Terms of Reference.

### 4. Update on DRART Initiatives Outlined in Workplan

4.1 The DRART has made significant contributions within the Region to address issues related to interpersonal and systemic racism. Through demonstrated leadership and collaboration, the DRART has established key relationships and remained responsive to emerging issues related to racial discrimination.

4.2 An update on the activities and accomplishments of the DRART have been themed and summarized below:

a. School Boards:

- Compiled a comprehensive list of equity-focused practitioners within all 6 school boards operating within Durham and invited them to explore potential partnerships.
- Facilitated a meeting with school boards to develop a plan of action for collaborating on joint anti-racism initiatives.
- Created a forum for school board representatives to participate in ongoing dialogue and collaboration regarding approaches, policies, and practices to manage racism and discrimination in school communities.
- **Next steps:** Continue meeting with school boards and work with representatives to co-develop and participate in anti-racism focused projects.



- b. Durham Regional Police Service (DRPS):
- Held introductory meetings with representatives from the DRPS Equity and Inclusion Unit and the Strategy, Research and Organizational Performance Unit to inquire about internal and external policies and practices that promote equity and anti-racism and assess current data collection practices.
  - Collaborated with DRPS representatives from the Equity and Inclusion Unit, the Intelligence Unit and the Communications Unit on a 'Reporting a Hate Crime' initiative to create awareness of what hate/bias motivated crimes and incidents are and how community members can report hate activity.
  - Met with the third-party consultant hired by DRPS to conduct their Equity and Inclusion Assessment and recommend best practices that create organizational change.
  - **Next steps:** Develop engagement plan for ongoing conversations with DRPS representatives.
- c. Education:
- Partnered with Looking Back Into The Future to host a screening for Durham residents of Subjects of Desire, a documentary exploring beauty standards and the cultural shift towards embracing the aesthetics of Black girls and women, followed by a panel discussion.
  - Engaged with municipal groups, taskforces and committees focused on diversity, anti-racism, equity and inclusion to host a DEI Municipal Symposium with support from the Diversity, Equity and Inclusion Division.
  - **Next steps:** Review feedback from symposium attendees and examine current issues and concerns within Durham communities to develop future education sessions that address emerging needs.
- d. By-law Research:
- Conducted research to explore the feasibility of developing and implementing a regional anti-hate by-law.
  - Invited Sarah Shafiq, Director of Advocacy, Research and Outreach, from the Coalition of Muslim Women of Kitchener Waterloo to present on their anti-hate reporting system, supports for community members and their advocacy for Region of Waterloo's anti-hate by-law.

- Invited representatives from the Region’s Legal Services team to present on research being done on a hate speech by-law.
- **Next steps:** Conduct analysis of legislation focused on addressing, hate or discrimination. Identify gaps in legislation, review leading practices from other municipalities, and provide recommendations to Council and, in collaboration with regional local municipalities and community groups, host information sessions on knowing your rights about hate, discrimination and racism.

## 5. Additional DRART Initiatives

### 5.1 Advocacy

- a. **Letter of Support** – In response to Durham Regional Council’s decision to wind down operations of the region’s humanitarian response, the DRART prepared a letter to Council urging for the continued support of asylum-seekers and refugees.
- b. **Delegation to Pickering City Council** – The DRART Chair, Nikki Samuel and Vice-Chair, PG Case, presented a delegation to Pickering City Council in support and solidarity with Pickering residents, members of the Pickering Anti-Black Racism Taskforce and Black community members impacted by a local councillor’s statements regarding Black History Month. The delegation also included a series of recommendations to address this incident and ensure mechanisms are in place to deter future incidents of anti-racism (including anti-Black racism).
- c. **Statement of Condemnation** – To address harmful and inappropriate remarks by a local councillor that ignore the legacies and impacts of slavery, the DRART prepared a statement condemning their comments, seeking both accountability and an apology. This statement was shared with the DEI Working Group comprised of regional staff, DEI practitioners at the local area municipalities and community networks.

### 5.2 Community Engagement

- a. **Scholarship Application Workshop** – In collaboration with the Black Foundation of Community Networks, the DRART hosted a workshop for students and their families to learn more about how to search, prepare and apply for scholarships and bursaries.
- b. **Community Dinner** – The DRART, with the support of regional staff, staff from local area municipalities and community members, organized a large community dinner to welcome asylum seekers and refugees to the region. Members also prepared care packages that included essential items as well as supportive resources from local community organizations.

## **6. Relationship to Strategic Plan**

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

a. Community Vitality:

- Goal 2.5: Build a healthy, inclusive, age-friendly community where everyone feels a sense of belonging.

b. Economic Prosperity:

- Goal 3.1: Position Durham Region as the location of choice for business.

c. Service Excellence:

- Goal 5.3: Demonstrate commitment to continuous quality improvement and communicating results.

## **7. Conclusion**

7.1 The DRART continues to provide leadership and engage with networks, community members and institutions to address racism within the region. The responsive and innovative activities noted above have positioned the DRART as equity and inclusion champions that advance the Region's commitment to fostering healthy and vibrant communities.

7.2 For additional information, contact: Allison Hector-Alexander, Director, Diversity, Equity and Inclusion at 905-668-7711, extension 3839.

## **8. Attachments**

Attachment #1: Durham Region Anti-Racism Taskforce Annual Workplan 2023

Attachment #2: Durham Region Anti-Racism Taskforce Terms of Reference

Respectfully submitted,

Original Signed By

Elaine C. Baxter-Trahair  
Chief Administrative Officer



If this information is required in an accessible format, please contact 1-800-372-1102 extension 3893.

### Durham Region Anti-Racism Taskforce Cohort 2 Workplan

Activity	Status	Completion Date
<p>Developing a forum, speakers' series, symposium, or conference.</p> <ul style="list-style-type: none"> <li>• Raise awareness and presence on social media.</li> <li>• Co-host events with regional partners.</li> <li>• Respond to community needs for learning and awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• Event planning in progress</li> </ul>	<p>Event date – Fall 2023</p>
<p>Creating connections with equity focused advocacy groups.</p> <ul style="list-style-type: none"> <li>○ Create a network of municipal groups and community organizations championing anti-racism.</li> <li>○ Establish regular touch points to share information and resources to strategically align.</li> <li>○ Collaborate to advance antiracism work.</li> </ul>	<ul style="list-style-type: none"> <li>• Jurisdictional scan of equity-focused groups is in progress – 2023</li> <li>• Engagement with equity-focused groups – 2024</li> <li>• Relationship building with equity-focused groups – Ongoing</li> </ul>	<p>End of term</p>
<p>Exploring racism and discrimination public reporting systems.</p> <ul style="list-style-type: none"> <li>○ Conduct a jurisdictional scan to identify tools that measure racism and/or discrimination.</li> <li>○ Consult with organizations that have established reporting tools to identify and adopt best practices.</li> <li>○ Recommend appropriate tool for the region.</li> </ul>	<ul style="list-style-type: none"> <li>• Jurisdictional scan of reporting tools is in progress – 2023.</li> <li>• Submit recommendation to the region regarding the adoption of an appropriate reporting tool – 2024</li> </ul>	<p>End of term</p>

Activity	Status	Completion Date
<p>Establishing a working relationship with Durham Regional Police Service (DRPS).</p> <ul style="list-style-type: none"> <li>○ Meet with DRPS leaders to learn more about their anti-racism initiatives.</li> <li>○ Review DRPS data and identify any gaps in data collection.</li> <li>○ Review 2024 Strategic Plan.</li> <li>○ Identify points of collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of DRPS materials and data is underway – 2023</li> <li>• Relationship building with DRPS leadership – Ongoing.</li> <li>• Submit a statement or list of recommendations to DRPS – 2024</li> </ul>	End of term
<p>Establishing a working relationship with school boards operating within Durham Region.</p> <ul style="list-style-type: none"> <li>○ Meet with school board representatives, trustees and frontline education workers to learn more about anti-racism strategies in schools.</li> <li>○ Review data and materials from school boards.</li> <li>○ Provide feedback and input to inform strategic plans.</li> <li>○ Identify points of collaboration.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit a letter to school boards seeking collaboration – 2023.</li> <li>• Relationship building with school boards – Ongoing</li> </ul>	End of term



## Durham Region Anti-Racism Taskforce

### Terms of Reference

March 2024

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#### 1. Context and Introduction

- 1.1 In Canada, the disparities that exist in racialized communities are well documented. Systemic barriers based on race have been created over our long and storied shared Canadian history.
- 1.2 Anti-Black racism is deeply embedded in Canadian institutions, policies and practices and is rooted in the history and legacy of the North American Trans-Atlantic slave trade. For many Black Durham residents, anti-Black racism is a part of daily life and negatively impacts their economic, social and overall well-being.
- 1.3 Systemic anti-Indigenous racism is another area where targeted intervention should be prioritized. The actions and inactions across all levels of government are not consistent with the core principles of truth and reconciliation and have exacerbated the conditions that negatively impact the health, opportunities, and well-being of Indigenous communities in Durham.
- 1.4 In 2020, Durham Regional Council endorsed its first Anti-Black Racism Town Hall and Diversity, Equity and Inclusion Follow-Up [report](#). The report called for the establishment of an Anti-Racism Taskforce as a Committee of Council to ensure a consistent approach to addressing systemic racism. This taskforce will adopt a 'hub and spoke' model where working groups will be identified to address disparities in racialized (Indigenous, Black, Asian, etc.) communities. Given the deep and pervasive inequities resulting from anti-Black and anti-Indigenous racism, these areas have been the initial focus for the taskforce whose inaugural cohort of members served from 2021-2022.
- 1.5 The Durham Region Anti-Racism Taskforce (DRART) connects with the following goals of the Region of Durham Strategic Plan (2020-2024):
- Goal 2: Community Vitality: To foster an exceptional quality of life with services that contribute to strong neighborhoods, vibrant and diverse communities, and influence our safety and well-being.
  - Goal 4: Social Investment: To ensure a range of programs, services and supports are available and accessible to those in need, so that no individual is left behind.

## **2. Goal**

- 2.1 To work with community stakeholders, Regional staff, and other relevant partners to ensure that Durham Region successfully implements its anti-racism framework in a manner consistent with the principles of the Ontario Human Rights Code and Durham's aim to demonstrate leadership in addressing systemic racism. Furthermore, to ensure that implementation plans are built on the lived experiences of racialized communities and centers their voices.

## **3. Mandate**

- 3.1 The Durham Region Anti-Racism Taskforce will act in an advisory role to Regional Council through the Finance and Administration Committee on issues related to racism – structural, systemic, and interpersonal.
- 3.2 The DRART is an Advisory Committee established by Regional Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.

## **4. Scope of Activities**

- 4.1 The scope of activities that the DRART may undertake includes, but is not limited to:
- Providing advice, feedback and guidance to Regional staff and Council on implementation of Durham Region's Anti-Racism Framework and initiatives designed to advance equity;
  - supporting and enabling successful implementation of Durham Region's anti-racism plans by engaging and influencing relevant partners and networks;
  - providing accurate and transparent reports to Regional Council on progress in the implementation of Durham Region's anti-racism plans; and
  - hosting events and providing forums for residents to learn more about what the Region and its partners are doing to address racism.
- 4.2 Members can expect to participate in a taskforce subcommittee developed to address a specific trend, need, or systemic issue (education subcommittee, events subcommittee, etc.).

## **5. Composition**

5.1 The DRART will be composed of between 15 to 18 members as follows:

- Two members of Regional Council and a designated alternate.
- The Chief Administrative Officer (CAO) of the Region.
- Ten (10) racialized community members with lived experience, specialized expertise, including those with intersectional social locations.
- Three (3) to six (6) representatives from organizations such as:
  - Community and socially focused organizations (e.g. DurhamOne, Bawaajigewin Aboriginal Community Circle, Durham Black Educators Network, Women's Multicultural Resource and Counselling Centre, Durham Chinese Cultural Centre, Durham Tamil Association, Indo-Canadian Association, Congress of Black Women, etc.)
  - Professional Associations (e.g. Durham Black Business and Professional Association, ByBlacks, Canadian Black Chamber of Commerce – Durham Region, etc.)
  - Healthcare and non-profit organizations (e.g. Lakeridge Health, Carea Community Health Centre, John Howard Society, Ontario Shores Centre, AIDS Committee of Durham Region, Durham Harm Reduction Coalition, etc.)
  - Academia with a focus on anti-racism or anti-oppression (e.g. Ontario Tech University, Durham College, Trent Durham University, and/or local school boards)

5.2 Up to four (4) Regional staff who are directly connected to community DEI initiatives and activities may be invited to attend DRART meetings as ex-officio members in a non-voting capacity.

5.3 Members of Parliament (MPs) and Members of Provincial Parliament (MPPs) representing Durham Region may be invited to attend DRART meetings on an as needed basis and as ex-officio members in a non-voting capacity.

5.4 The DRART may invite individuals with specialized expertise to attend meetings on an as needed basis in a non-voting capacity.

5.5 The term of membership shall correspond with the term of Regional Council. If a member chooses to resign the Region will seek a replacement in accordance with Section 6.



5.6 At the discretion of the DRART chair and Region's Director, Diversity, Equity and Inclusion, non-attendance of three consecutive meetings may be sufficient grounds for replacement.

## **6. Membership Selection**

6.1 For the selection of members, a call for interest will be facilitated through the Region's website, social media, and other communications channels. Interested individuals will be required to complete an application form outlining their interest and qualifications.

6.2 The CAO's Office shall contact community, academic and professional leaders and invite them to apply for the DRART.

6.3 In nominating members to the DRART, regard shall be given to the aim of achieving a diversity in intersecting social identities. Regard shall also be given to previous community and/or professional involvement, knowledge of race and related issues, lived experience, residency within the Region and availability to attend meetings.

6.4 All members of the DRART will be appointed by the Finance and Administration Committee and Regional Council.

6.5 Regional Council shall appoint a representative and an alternate to the DRART.

6.6 Regional Council shall appoint the Chief Administrative Officer (CAO) and a Regional staff member as an alternate for the Chief Administrative Officer (CAO) to the DRART.

6.7 In the case of a community or organizational member vacancy, the approach described in Section 6.1 will generally be followed.

## **7. Officers**

7.1 A chair and a vice-chair will be elected by the DRART at the beginning of each term of Council. The Region's Director, Diversity, Equity and Inclusion shall chair the inaugural DRART meeting of each term.

## **8. Support Services**

8.1 Staff from the Region's Diversity, Equity, and Inclusion division will provide administrative, procedural, and technical support to the DRART.

- 8.2 A Regional Staff Working Group, consisting of appropriate staff from all Regional departments shall be established to develop an Anti-Racism Framework which would detail actions that the Region as a corporation and as a community service provider will take to address systemic racism. The Regional Staff Working Group will also provide advice and expertise to the DRART and the staff liaison as needed.
- 8.3 The Director, Diversity, Equity and Inclusion shall keep the Region's Department Heads apprised of the activities of the DRART and the Regional Staff Working Group.
- 8.4 The Legislative Services Division of the Corporate Services Department will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DRART, and this budget will be administered by the Office of the CAO.

## **9. Meetings**

- 9.1 The DRART will establish a meeting schedule at its inaugural meeting, taking into account the business needs and schedule of Regional Committees/Council. Special meetings may be held at the call of the Chair.
- 9.2 Community and organizational members of the DRART will be compensated for their time and work. Each member will be paid \$75.00 per meeting (attendance is a requirement for this compensation) and an hourly rate of \$25.00 for travel time and work outside of the scheduled meetings that has been pre-approved by Durham's Director, Diversity, Equity and Inclusion. Reimbursement will occur twice a year, in June and in December, up to a maximum of \$1,800 per member per year.
- 9.3 Meetings will be held in a hybrid meeting format with electronic and in-person participation. Committee members may participate electronically using Microsoft Teams or other approved platform. Members choosing to attend meetings in person will be compensated for their travel time.
- 9.4 Unless otherwise determined, all meetings will be open to the public. As an Advisory Committee to the Region, the DRART is subject to the Regional Procedural By-law, unless otherwise specified in these Terms of Reference.

- 9.5 A quorum for DRART meetings shall be a majority of the sitting members.

## **10. Minutes and Agenda**

- 10.1 The minutes of each DRART meeting will be approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package prepared by the Regional Clerk.

- 10.2 The DRART agendas will be prepared by the Staff Liaison, along with the DRART Chair or Vice Chair, with input from other DRART members.

## **11. Delegations and Presentations**

- 11.1 Any person(s) wishing to appear before the DRART as a delegation must submit a request to [delegations@durham.ca](mailto:delegations@durham.ca), advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Office of the CAO. All requests for delegations must be received at least one week prior to the meeting to ensure the inclusion in the agenda. Any person wishing to address the DRART as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.
- 11.2 When the DRART has requested a presentation on a particular topic, the time frame allotted will depend on the subject under discussion.

## **12. Committee Resolutions**

- 12.1 The DRART will seek to achieve consensus on decisions. Recommendations are “carried” if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DRART.

## **13. Annual Reports and Workplan**

- 13.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DRART. The annual report shall be forwarded to the Finance and Administration Committee.
- 13.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DRART for consideration and approval by the Finance and Administration Committee and Regional Council.

## **14. Group Agreements**

- 14.1 At the beginning of each term, the DRART will develop and adopt a set of guidelines that express how the group will work together. The DRART has adopted the Group Agreements contained in Appendix 1 hereto, which form part of these Terms of Reference.



## Appendix 1

# Group Agreements

## Durham Region Anti-Racism Taskforce

Group agreements are a set of conditions that express what a group needs in order to feel brave, supported, and productive together. They help ensure everyone has positive and constructive experiences as taskforce members. These group agreements are applicable to interactions at taskforce meetings, subcommittee meetings, in-between meetings, consultations, and community events.

### Participatory Agreements:

1. During discussions, members may consider adopting the FLOOR method of engagement: **Focus, Listen, Offer, Opinion, Respect** (adopted from the Royal Canadian Air Cadets).
2. Members should consider being **quick to listen and slow to speak**. When members hear something that is different from their own thinking or analysis, they are encouraged to accept the speaker's description of their experiences as being real for them.
3. **Take space, make space**. Members who tend to talk early and often should challenge themselves to step back and make space for others. If a member tends to hold back, they are encouraged to challenge themselves to share more.
4. Be willing to be uncomfortable. **Lean into discomfort** to see what can be learned. It is important to ensure discomfort is not mistaken for a lack of safety. It's possible to be safe and uncomfortable at the same time.

### Relational and Ethical Agreements:

5. Taskforce members are asked to **respect the knowledge and experience** others share.
6. Members should **assume best intent** and not make negative assumptions about what someone shares or why they are sharing it.
7. **Intention does not negate impact**. Members are to be accountable for their words and actions. It is acceptable to call attention to a wrong-doing and attention should be made to "naming without blaming or shaming".

8. **Accept and expect lack of closure.** This taskforce **will not** solve racism in Durham. It **will** advance initiatives that address systemic oppression and inequities. It is important to acknowledge the progress being made and the impacts of our work within the Region.

**Care for each other.** Creating social change is not easy or quick and can be emotional; let's be kind to one another. The same way groups elect chairs, the taskforce may consider electing 1-2 designated peer-to-peer support leads who can be accessed before, during, and after meetings and events.

### **Functional Agreements:**

9. All group members will do their very best to **arrive on time** to meetings, **respond** to emails between meetings, and **arrive prepared** by reviewing the assigned materials.
10. Members should **bring ideas** and suggestions to meetings pertaining to the tasks and decisions to be made.
11. All members will be required to participate in a project-related subcommittee and are expected to **contribute to subcommittee tasks** between formal monthly meetings.
12. If a member agrees to a task, they will be **expected to fulfill** it. Members are encouraged to communicate immediately if they are not to fulfill an agreement and seek help from other taskforce members in time to avoid delays.

These group agreements were drafted collaboratively and agreed upon by taskforce members and should be reviewed annually. Questions? Please contact the DEI Division at [diversity@durham.ca](mailto:diversity@durham.ca)



If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2037

# The Regional Municipality of Durham Report

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To: Finance and Administration Committee  
From: Jason Hunt, Regional Solicitor and Director of Legal Services  
Report: #2024-A-17  
Date: November 12, 2024

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**Subject:**

Establishment of a Fees and Charges By-law for Court Clerk operations.

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**Recommendation:**

That the Finance and Administration Committee recommends to Regional Council:

That a by-law establishing rates to be charged by the Region's court clerks for processing out-of-jurisdiction provincial offences tickets, as generally set out in the form included as Attachment #1 to this report, be adopted.

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**Report:**

**1. Purpose**

1.1 The purpose of this report is to pass a by-law to establish a rate to be charged by the Region's Court Clerks for processing out-of-jurisdiction provincial offences tickets, as set out in Attachment #1 to this report.

**2. Background**

2.1 Section 391 of the *Municipal Act*, 2001, as amended, provides that a municipality may impose fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control.

2.2 Pursuant to the Memorandum of Understanding with the Ministry of the Attorney General the Region's Provincial Offences Court processes tickets and fine payments not simply for tickets issues within the Region's jurisdiction but for any Provincial Offences Court within the Province of Ontario.

- 2.3 All Courts within Ontario provide an online payment option where members of the public wishing to make a payment may pay a fee and have their tickets processed on-line.
- 2.4 There is presently no fee associated with the processing of out-of-jurisdiction tickets. The Region of Durham processes those tickets presently without any recovery for the cost associated with that service.
- 2.5 Other jurisdictions within the province have implemented a fee for service associated with out of jurisdiction payments on the basis that they do not get to collect any of the fine amounts but rather remit those entirely to the appropriate jurisdiction.
- 2.6 The proposed fee would allow the Region to recover some of the costs associated with accepting and processing fees for out of jurisdiction ticket payments.

### **3. A new fees and charges by-law**

- 3.1 It is proposed that the appropriate fee for Out-of-Jurisdiction Provincial Offences Fine Payment should be set at \$10.00. This fee will adequately cover the cost to Regional rate payers of processing fine payments for other jurisdictions.

### **4. Relationship to Strategic Plan**

- 4.1 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.

- a. The proposed amendment also complies with Section 5.1 of the Strategic Plan whereby the Region will streamline administrative processes and look for cost efficiencies through coordinated service delivery and partnership, and to responsibly manage the Region's financial assets to deliver critical infrastructure and services for current and future generations.

### **5. Conclusion**

- 5.1 It is recommended that a by-law as outlined in Attachment #1 to this report, be passed. The by-law meets the accountability and transparency provisions of the *Municipal Act*, 2001, and further permits the Region to recover costs associated with processing out-of-jurisdiction fine payments.

### **6. Attachments**

Attachment #1: Draft By-law

Respectfully submitted,

Original signed by

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Jason D.D. Hunt  
Regional Solicitor and Director of Legal  
Services

Recommended for Presentation to Committee

Original signed by

---

Elaine C. Baxter-Trahair  
Chief Administrative Officer



**By-law Number 2024-XX**  
**of The Regional Municipality of Durham**

Being a by-law to establish rates to be charged by the Region’s Court Clerks for processing out-of-jurisdiction provincial offences tickets.

Whereas Section 391 of the Municipal Act, 2001, as amended, provides that a municipality may impose fees or charges for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control;

Now therefore, the Council of The Regional Municipality of Durham hereby enacts as follows:

- 1. That the fee for the processing of out-of-jurisdiction Provincial Offences Fine payments be established as set out below:

Service Fee for Out-of-Jurisdiction Provincial Offences Fine Payment      \$10.00

- 2. That applicable taxes be in addition to the new fee structure.
- 3. That all fees are to be paid by cash, debit, credit, cheque or money order made payable to The Regional Municipality of Durham.

This By-law Read and Passed on the XX day of XXXX, 2024.

\_\_\_\_\_  
J. Henry, Regional Chair and CEO

\_\_\_\_\_  
A. Harras, Regional Clerk



# The Regional Municipality of Durham Report

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To: Finance and Administration Committee  
From: Commissioner of Finance  
Report: #2024-F-18  
Date: November 12, 2024

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**Subject:**

2024 Durham Region Transit Bus Order and Capital Project Budget Re-allocations

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**Recommendation:**

That the Finance and Administration Committee recommends to Regional Council:

- A) That the project gross costs and financing shown in Section B of Attachment #1 be approved, replacing the previously approved bus stop infrastructure, vehicles, vehicle outfitting, facility, charging infrastructure and other project costs and financing shown in Section A of Attachment #1.
  - B) That staff be granted authority to request the necessary federal and provincial approvals to re-allocate Investment in Canada Infrastructure Program (ICIP) grant funding among bus stop infrastructure and the administrative building re-build projects, as shown in the Attachment #1, and potentially further re-allocations as necessary, to mitigate risk that federal and provincial ICIP funding is left un-spent and to align ICIP funding with current priorities; and
  - C) That the Commissioner of Finance be authorized to adjust financing for the projects in Section B of Attachment #1 in the unlikely event that the Region's request to reallocate ICIP funding is not approved by the federal or provincial governments.
-

**Report:****1. Purpose**

- 1.1 The purpose of this report is to seek approval of the Finance and Administration Committee for the reallocations of project budgets and associated financing for the 2024 transit vehicle, vehicle outfitting, facility and charging infrastructure projects as well as projects funded through the Investing in Canada Infrastructure Program (ICIP).

**2. Background**

- 2.1 The 2024 budget included the purchase of 34 battery-electric buses (18 growth, 16 replacement) and associated charging equipment and infrastructure. The budget anticipated \$33.7 million in grant funding from the Zero Emission Transit Fund (ZETF) for electric battery buses and the associated equipment and infrastructure. Infrastructure Canada recently advised the Region that Durham would not be receiving funding through the ZETF program.
- 2.2 Without funding from ZETF, Durham Region Transit is required to reconsider the purchase of buses using existing funding approved in the 2024 budget. The Transit Executive Committee at their November 6, 2024 meeting approved proceeding with the ordering of 18 diesel buses (12 growth buses and 6 replacement buses), vehicle outfitting and critical electrification infrastructure at the 110 Westney Road Transit facility subject to Finance and Administration Committee and Regional Council approving the associated financing reallocations.
- 2.3 On September 23, 2024, the Ontario Ministry of Transportation (MTO) ICIP Team informed Durham Region Transit that there will be an additional offering of the time-limited flexibilities by Housing, Infrastructure and Communities Canada (formerly known as Infrastructure Canada) and the MTO for Durham Region Transit to request funding be decommitted from existing ICIP projects and reallocated to another approved or nominated ICIP project. Decommitted funds are funds that become available due to scope reductions, cost savings or cancellations of approved ICIP projects.

**3. Previous Reports and Decisions**

- 3.1 [2022-F-16](#) E-Mission Zero – DRT Fleet Electrification Plan
- 3.2 [2023-F-5](#) Transit Service and Financing Strategy (2023-2032)
- 3.3 [2024-F-3](#) The 2024 Regional Business Plans and Budget for Property Tax Purposes, including General Purpose, Solid Waste Management and Durham Region Transit
- 3.4 [2024-DRT-17](#) Capital Project Budget Re-allocations and 2024 DRT Bus Order

## **4. Discussion**

### **2024 Bus Orders**

- 4.1 Durham Region Transit must proceed with ordering buses in 2024 to minimize the operational risks for projected ridership levels and demands for service in September 2026. Annual ridership projections for 2024 are 13.0 million, 13.9 million for 2025, and 15.2 million for 2026.
- 4.2 Without ZETF financing available to fund a large portion of the 2024 bus purchases as was approved in the 2024 Business Plans and Budget, the Transit Executive Committee, at their November 6, 2024 meeting, approved ordering 18 diesel buses (12 growth buses and 6 replacement buses), vehicle outfitting and critical electrification infrastructure at the 110 Westney Road Transit subject to approval of the required reallocation of already approved financing.

### **Bus Stop Infrastructure and Administrative Building Re-build Projects**

- 4.3 The current ICIP funded project for bus stop infrastructure included risk contingency to account for uncertainties in solar and shelter requirements over multiple years in consideration of AODA deadlines and other factors. The original estimates will be lower than forecasted, and the bus stop infrastructure project can be de-scoped, with the decommitted funding reallocated as outlined in this report.
- 4.4 As a result of inflationary pressures, the Class A estimate for the construction of the rebuilding of the administration building at the Oshawa depot, exceeds the current budget by \$870,000. Staff are recommending the reallocation of funding from the bus stop infrastructure project to this high priority project, increasing the budget from \$12,670,800 to \$13,540,800.

## **5. Financial Implications**

- 5.1 Section A of the table included in Attachment #1 presents the 2024 approved quantities, budgets, and financing for the capital projects contemplated within this report. Section B of the table presents the proposed revised quantities, budgets and financing, and Section C highlights the changes between the approved and proposed revised amounts.
- 5.2 Under the proposed re-allocation strategy, the Region's Investing in Canada Infrastructure Program (ICIP) bus stop infrastructure project is de-scoped, reducing the project budget by \$5,524,667 from \$9,744,000 to \$4,219,333, with the related project financing to be re-allocated towards Durham Region Transit's Administrative Building Re-Build project, increasing the administration building re-build project budget by \$870,000 from \$12,670,800 to \$13,540,800 and displacing \$4,654,667 in provincial gas tax funding that was previously approved for the project, to be re-allocated towards vehicles, vehicle outfitting and the 110 Westney Facilities EV Charging Infrastructure projects.

- 5.3 The proposed recommendation and funding re-allocations enable the purchase of 12 growth diesel buses, and six replacement diesel buses. The related vehicle up-fitting costs (e.g., PRESTO and INIT) are also accommodated.
- 5.4 Furthermore, it is proposed that the Software, Equipment, Tools, and PPE project and the EV Charging Equipment (Heavy) project be cancelled, and the 110 Westney Facilities EV Charging Infrastructure project be reduced in scope with the total project budget to be reduced by \$2,253,564, requiring \$2,300,000 in Regional debt financing, with the remaining amount (\$426,436) to be financed using gas tax revenue re-allocation. It is noted that this project may require additional financing in the future, and related approvals would be sought through the Region's annual Business Planning and Budgets processes.
- 5.5 The proposed revised capital projects shown in Section B of Attachment #1 total \$39,551,047 and are proposed to be financed as follows:
- \$13,023,506 ICIP Grant funding,
  - \$2,300,000 in Regional Debenture financing,
  - \$ 7,457,229 in Residential Development Charge revenues,
  - \$ 2,499,018 in Non-Residential Development Charge revenues,
  - \$10,276,294 in Provincial Gas Tax funding,
  - \$3,500,000 in funding from the Region's Capital Impact Reserve Fund, and
  - \$495,000 in General Levy funding.
- 5.6 Importantly, the financing amounts shown above have already been approved through the Region's business plans and budgets and do not represent additional capital financing above already approved amounts.
- 5.7 It is noted that under the proposed revised project financing for these projects, Region debt requirements decrease by \$5,515,000 from \$7,815,000 to \$2,300,000. Furthermore, \$20,230,000 in CIB debt for previously budgeted electric buses is no longer required (see Section C of Attachment #1) and cannot be reallocated to diesel bus acquisitions. This loan financing from CIB remains available to the Region to fund a portion of eligible electric bus acquisitions costs through 2026. As part of the Region's 2025 and 2026 Business Plans and Budgets, staff will be looking to utilize this financing where eligible.
- 5.8 The Regional debt requirement of \$2,300,000 implies an annual debt servicing requirement of approximately \$298,000 which will represent a pressure in future Durham Region Transit operating budgets.

5.9 As referenced in recommendations B and C of this report, provincial and federal approval will be necessary to re-allocate ICIP financing from the bus stop infrastructure project towards the administrative building re-build project. There is risk that such approvals may not be granted and as such, this report recommends that the Commissioner of Finance be authorized to adjust the financing of these projects if necessary. Staff will also consider other re-allocation requests that could potentially mitigate risk that federal and provincial funding is left un-spent and ensure ICIP funding aligns with current priorities.

## **6. Relationship to Strategic Plan**

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

- Goal 1 Environmental Sustainability – expand sustainable and active transportation; and
- Goal 5 – Service Excellence – to provide exceptional value to Durham property taxpayers through responsive, effective and fiscally sustainable service delivery.

## **7. Conclusion**

7.1 In the absence of approved federal ZETF funding, Transit Executive Committee, at their November 6, 2024 meeting, approved ordering 18 diesel buses (12 growth buses and 6 replacement buses), vehicle outfitting and critical electrification infrastructure at the 110 Westney Road Transit subject to Finance and Administration Committee and Council's approval of the required reallocation of already approved financing.

7.2 It is further recommended that project gross costs and financing shown in Section B of Attachment #1 be approved, to respond to revised funding, requirements and forecasts replacing the previously approved bus stop infrastructure, vehicles, vehicle outfitting, facility, charging infrastructure and other project costs and financing shown in Section A of the Attachment #1.

7.3 For 2025 budget purposes, staff will endeavour to incorporate recommendations to enhance the proposed number of electric buses. There are significant time constraints to submit the order for the 2024 bus purchase to achieve delivery in time for the September 2026 service plan improvements. The advanced timing of the 2025 budget will help to mitigate this timing challenge for the proposed 2025 bus orders.

7.4 The Transit Service and Financing Strategy (2023 – 2032) is planned to be revised in 2025 to reflect available and projected financing, providing the revised future service growth and transition horizon for a fully- battery-electric bus fleet. Staff remains committed to the transition of the fleet to battery electric buses as soon as practical.

**8. Attachments**

Attachment #1: Approved and Proposed Revised Durham Region Transit Capital Projects

Respectfully submitted,

Original Signed By

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Nancy Taylor  
Treasurer and Chief Financial Officer

Recommended for Presentation to Committee

Original Signed By

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Elaine C. Baxter-Trahair  
Chief Administrative Officer

## Approved and Proposed Revised Durham Region Transit Capital Projects

### Section A: Approved DRT Capital Project Quantities, Budgets, and Financing

Project	Quantity	Approved Budget	Financing								ZETF Grant	General Levy
			ICIP Grant	CIB Debt	Regional Debenture	Residential DCs	Non-Residential DCs	Prov. Gas Tax	Capital Impact Reserve Fund			
Electric Growth Buses	18	30,240,000	-	10,710,000	-	1,492,000	2,918,000	-	-	-	15,120,000	-
Electric Replacement Buses	16	26,880,000	-	9,520,000	-	-	-	-	420,000	3,500,000	13,440,000	-
Diesel Growth Buses	-	-	-	-	-	-	-	-	-	-	-	-
Diesel Replacement Buses	-	-	-	-	-	-	-	-	-	-	-	-
Additional Fareboxes/Radios	18	378,000	-	-	-	110,000	37,000	-	-	-	189,000	42,000
Additional INIT	18	720,000	-	-	-	210,000	71,000	-	-	-	360,000	79,000
Additional PRESTO	18	378,000	-	-	-	110,000	37,000	-	-	-	189,000	42,000
PRESTO/INIT MACD	16	664,000	-	-	-	-	-	-	-	-	332,000	332,000
EV Charging Equipment (Heavy)	32	6,400,000	-	-	3,200,000	-	-	-	-	-	3,200,000	-
ICIP Bus Stop Infrastructure	-	9,744,000	7,145,275	-	-	-	-	-	2,598,725	-	-	-
ICIP Admin Building Re-Build	-	12,670,800	5,878,230	-	-	-	-	-	6,792,570	-	-	-
110 Westney Facilities EV Charging Infrastructure	-	4,980,000	-	-	4,615,000	-	-	-	-	-	365,000	-
Software, Equipment, Tools, PPE,	-	930,000	-	-	-	-	-	-	465,000	-	465,000	-
<b>Total</b>		<b>93,984,800</b>	<b>13,023,506</b>	<b>20,230,000</b>	<b>7,815,000</b>	<b>1,922,000</b>	<b>3,063,000</b>	<b>10,276,294</b>	<b>3,500,000</b>	<b>33,660,000</b>	<b>495,000</b>	

### Section B: Proposed Revised Project Quantities, Budgets and Financing

Project	Quantity	Proposed Budget	Financing								ZETF Grant	General Levy
			ICIP Grant	CIB Debt	Regional Debenture	Residential DCs	Non-Residential DCs	Prov. Gas Tax	Capital Impact Reserve Fund			
Electric Growth Buses	0	-	-	-	-	-	-	-	-	-	-	-
Electric Replacement Buses	0	-	-	-	-	-	-	-	-	-	-	-
Diesel Growth Buses	12	11,728,824	-	-	-	6,755,580	2,263,886	2,709,358	-	-	-	-
Diesel Replacement Buses	6	5,864,412	-	-	-	-	-	2,364,412	3,500,000	-	-	-
Additional Fareboxes/Radios	12	415,800	-	-	-	242,607	81,301	-	-	-	-	91,892
Additional INIT	12	519,120	-	-	-	302,891	101,503	-	-	-	-	114,726
Additional PRESTO	12	267,624	-	-	-	156,151	52,328	-	-	-	-	59,145
PRESTO/INIT MACD	6	268,698	-	-	-	-	-	39,460	-	-	-	229,238
EV Charging Equipment (Heavy)	0	-	-	-	-	-	-	-	-	-	-	-
ICIP Bus Stop Infrastructure	-	4,219,333	3,094,037	-	-	-	-	1,125,296	-	-	-	-
ICIP Admin Building Re-Build	-	13,540,800	9,929,469	-	-	-	-	3,611,331	-	-	-	-
110 Westney Facilities EV Charging Infrastructure	-	2,726,436	-	-	2,300,000	-	-	426,436	-	-	-	-
Software, Equipment, Tools, PPE,	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>39,551,047</b>	<b>13,023,506</b>	<b>-</b>	<b>2,300,000</b>	<b>7,457,229</b>	<b>2,499,018</b>	<b>10,276,294</b>	<b>3,500,000</b>	<b>-</b>	<b>495,000</b>	

### Section C: Changes in Project Quantities, Budgets and Financing Resulting From Proposed Revisions (i.e., Section B - Section A)

Project	Quantity	Proposed Budget Change	Financing								ZETF Grant	General Levy
			ICIP Grant	CIB Debt	Regional Debenture	Residential DCs	Non-Residential DCs	Prov. Gas Tax	Capital Impact Reserve Fund			
Electric Growth Buses	-18	-30,240,000	-	-10,710,000	-	-1,492,000	-2,918,000	-	-	-	-15,120,000	-
Electric Replacement Buses	-16	-26,880,000	-	-9,520,000	-	-	-	-420,000	-3,500,000	-13,440,000	-	-
Diesel Growth Buses	12	11,728,824	-	-	-	6,755,580	2,263,886	2,709,358	-	-	-	-
Diesel Replacement Buses	6	5,864,412	-	-	-	-	-	2,364,412	3,500,000	-	-	-
Additional Fareboxes/Radios	-6	37,800	-	-	-	132,607	44,301	-	-	189,000	49,892	-
Additional INIT	-6	200,880	-	-	-	92,891	30,503	-	-	360,000	35,726	-
Additional PRESTO	-6	110,376	-	-	-	46,151	15,328	-	-	189,000	17,145	-
PRESTO/INIT MACD	-10	395,302	-	-	-	-	-	39,460	-	332,000	102,762	-
EV Charging Equipment (Heavy)	-32	6,400,000	-	-	3,200,000	-	-	-	-	3,200,000	-	-
ICIP Bus Stop Infrastructure	-	5,524,667	4,051,238	-	-	-	-	1,473,429	-	-	-	-
ICIP Admin Building Re-Build	-	870,000	4,051,238	-	-	-	-	3,181,238	-	-	-	-
110 Westney Facilities EV Charging Infrastructure	-	2,253,564	-	-	2,315,000	-	-	426,436	-	365,000	-	-
Software, Equipment, Tools, PPE,	-	930,000	-	-	-	-	-	465,000	-	465,000	-	-
<b>Total</b>		<b>-54,433,753</b>	<b>-</b>	<b>-20,230,000</b>	<b>5,515,000</b>	<b>5,535,229</b>	<b>-563,982</b>	<b>-</b>	<b>-</b>	<b>33,660,000</b>	<b>0</b>	

Note: The proposed revised project financing plan requires \$5,535,229 in Residential Development Charge Revenues sourced from surpluses of other previously approved projects.





# The Regional Municipality of Durham Report

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To: Finance and Administration Committee  
From: Commissioner of Finance  
Report: #2024-F-19  
Date: November 12, 2024

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**Subject:**

2025 Interim Regional Property Tax Levy

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**Recommendation:**

That the Finance and Administration Committee recommends to Regional Council:

- A) That a 2025 interim regional property tax levy be imposed on the lower-tier municipalities for all property tax classes;
  - B) That the amount due from each lower-tier municipality is estimated to be equivalent to 50% of their respective share of the regional property taxes collected in 2024;
  - C) That the 2025 interim regional property tax levy be paid by the lower-tier municipalities seven calendar days subsequent to the instalment due dates established by each lower-tier municipality for the collection of their respective interim municipal property taxes;
  - D) That the 2025 Regional supplementary property taxes be paid by the lower-tier municipalities seven calendar days subsequent to the instalment due dates established by each lower-tier municipality for the collection of their respective supplementary municipal property taxes;
  - E) That 25 per cent of the previous year's Regional payments-in-lieu of taxation, railway and utility lands and payments related to universities/colleges and public hospitals be remitted by the lower-tier municipalities by March 31, 2025;
  - F) That an interest rate equivalent to the prevailing prime interest rate shall be charged for late payments of the amounts described in recommendations A to E;
  - G) That the Regional Clerk be requested to advise the lower-tier municipalities of the imposition of the 2025 interim regional property tax levy for all property tax classes and the due dates for remittance to the Region; and,
  - H) That approval be granted for the requisite by-law.
-

**Report:****1. Purpose**

- 1.1 The purpose of this report is to seek authorization for the 2025 interim regional property tax levy.

**2. Previous Reports and Decisions**

- 2.1 In accordance with legislative requirements, Staff seeks approval annually for an interim regional property tax levy in advance of the approval of the current year Business Plans and Budget. The 2024 report ([Report 2023-F-33](#)) was approved by Region Council on December 20, 2023.

**3. Background**

- 3.1 Section 316 (1) of the *Municipal Act, 2001* as amended provides that an upper-tier municipality, before the adoption of the estimates for a year under Section 289, may requisition, from each lower-tier municipality, an amount not exceeding 50 per cent of the prior year's final requisition adjusted for deferrals, cancellations or other relief.
- 3.2 A by-law adopted by an upper-tier municipality may require that sums requisitioned as an interim levy are to be remitted to the upper-tier municipality on specific dates.

**4. Payments by the Lower-Tier Municipalities**

- 4.1 Attachment #1 provides an estimate of the 2025 interim regional property tax levy by each lower-tier municipality payable to the Region, based on 50 per cent of the regional property taxes requisitioned in 2024.
- 4.2 In order that the lower-tier municipalities do not experience cash shortages, it is recommended that the interim amounts owing to the Region for 2025 be due seven calendar days subsequent to the due dates for payment of property taxes by individual property owners as established by each lower-tier municipality.

**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. Goal 5.1 Service Excellence – to provide exceptional value to Durham taxpayers through responsive, effective and financially sustainable service delivery.

**6. Conclusion**

- 6.1 The 2025 interim regional property tax levy is consistent with 2024 and is in line with the best practices of other regional jurisdictions.

**7. Attachments**

7.1 Attachment #1: Estimate of 2025 Regional Interim Property Tax Levies

Respectfully submitted,

Original Signed By

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Nancy Taylor, BBA, CPA, CA  
Commissioner of Finance

Recommended for Presentation to Committee

Original Signed By

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Elaine C. Baxter-Trahair  
Chief Administrative Officer

## The Regional Municipality of Durham Estimate of 2025 Regional Interim Property Tax Levies (\$,000's)

	Oshawa	Pickering	Ajax	Clarington	Whitby	Brock	Scugog	Uxbridge	Total
First (1st) Installment	46,309	40,360	39,496	29,245	48,435	3,714	8,051	9,253	224,863
Second (2nd) Installment	46,309	40,360	39,496	29,245	48,435	3,714	8,051	9,253	224,863
<b>Total of Installments</b>	<b>92,618</b>	<b>80,720</b>	<b>78,992</b>	<b>58,490</b>	<b>96,870</b>	<b>7,428</b>	<b>16,102</b>	<b>18,506</b>	<b>449,726</b>

**Note:**

- (1) Based on aggregate of 2024 Regional General, Transit and Solid Waste Management Property Tax Rate By-Laws.
- (2) Taxable Properties Only (No Payment-In-Lieu Properties)



# The Regional Municipality of Durham Report

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To: Finance and Administration Committee  
From: Commissioner of Finance  
Report: #2024-F-20  
Date: November 12, 2024

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**Subject:**

Temporary Borrowing By-Law for 2025

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**Recommendation:**

That the Finance and Administration Committee recommends to Regional Council:

- A) That the Regional Chair and the Treasurer be authorized in 2025 to borrow funds not to exceed \$500 million 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).
- 

**Report:**

**1. Purpose**

- 1.1 The purpose of this report is to obtain approval for the Region's 2025 Temporary Borrowing By-law.

**2. Previous Reports and Decisions**

- 2.1 In accordance with legislative requirements, Staff seeks approval annually for a Temporary Borrowing By-law. The 2024 report ([Report #2023-F-33](#)) was approved by Region Council on December 20, 2023.

**3. Temporary Borrowing By-law**

- 3.1 Each year, Regional Council is requested to grant authority to the Regional Chair and the Treasurer to borrow, on a temporary basis, funds that may be required to meet current expenditures and liabilities of the Region prior to the receipt of the Regional property taxes and other revenues. These borrowings may be in the form of external and/or internal sources including interfund transactions.

- 3.2 The legal authority for these borrowings is pursuant to Section 407 of the *Municipal Act, 2001* and allows municipalities to borrow amounts between January 1st and September 30th not to exceed 50% of total estimated annual revenues and to borrow amounts between October 1st and December 31st not to exceed 25% of total estimated annual revenues.
- 3.3 Based on the level of 2024 planned expenditures, the upper borrowing limit as dictated by the Province would be no more than \$1.54 billion. Notwithstanding the provincial limit, a review of potential Regional financial requirements for 2025 indicates that a maximum limit of \$500 million, consistent with the 2024 limit, should be adequate for all purposes including internal interfund loans.
- 3.4 Historically, it has not been necessary for the Chair and the Treasurer to exercise this authority.

#### **4. Relationship to Strategic Plan**

- 4.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:
- a. Goal 5.1 Service Excellence – Optimize Resources and Partnerships to Deliver Exceptional Quality Services and Value – by responsibly managing the Region’s financial assets to deliver critical infrastructure and services for current and future generations.

#### **5. Conclusion**

- 5.1 The temporary borrowing authority is a legal requirement permitting the internal lending and borrowing of funds and provides the Region with contingency borrowing capacity in the event of unknown circumstances related to the collection of the Region’s revenues.
- 5.2 The proposed 2025 limit of \$500 million remains at the level approved for 2024.

Respectfully submitted,

Original Signed By

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Nancy Taylor, BBA, CPA, CA  
Commissioner of Finance

Recommended for Presentation to Committee

Original Signed By

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Elaine C. Baxter-Trahair  
Chief Administrative Officer

## Resolutions from Advisory Committees

### Accessibility Advisory Committee

1. Motion re: Construction at Stations for the Lakeshore East GO Train Extension to Bowmanville

That we recommend to the Finance and Administration Committee for approval and subsequent recommendation to Regional Council:

Whereas the Durham Accessibility Advisory Committee takes the position that station buildings and associated infrastructure at all stops for the Lakeshore East GO train Extension to Bowmanville must be completed before the extension opens and for the following reasons:

- i) To protect Durham Region's ridership from nature's harsh elements;
- ii) To house properly designed accessible washrooms; and
- iii) To ensure the safety of individuals utilizing transit connections, especially for our disabled community;

Now therefore be it resolved, that if Metrolinx fails to achieve Agreements with the private sector for new GO train Stations, the Durham Accessibility Advisory Committee supports Durham's possible decisions to help fund/build the Lakeshore East GO train Extension to Bowmanville, including all Station buildings and associated infrastructure such as entrances and parking lots.