



The Regional Municipality of Durham

Finance and Administration Committee Agenda

Tuesday, December 10, 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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| <b>1. Roll Call</b>  |              |
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| <b>3. Adoption of Minutes</b>  |              |
| 3.1 Finance and Administration Committee meeting - November 12, 2024 | 3            |
| <b>4. Statutory Public Meetings</b>                                  |              |
| There are no statutory public meetings                               |              |
| <b>5. Presentations</b>  |              |
| There are no Presentations   |              |
| <b>6. Delegations</b>  |              |
| There are no Delegations   |              |
| <b>7. Administration</b>   |              |
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| There are no Administration Reports to be considered                 |              |
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| Additional Funding Requests for Hospice Facilities in the            |              |

Municipality of Clarington and Town of Whitby under the  
Community Investment Grants Policy

**9. Advisory Committee Resolutions**

There are no advisory committee resolutions to be considered

**10. Confidential Matters**

10.1 Reports

- a. Report #2024-F-22  
Confidential Report of the Commissioner of Finance –  
Proposed or Pending Acquisition of Land for Regional  
Corporation Purposes relating to Property in the City of  
Oshawa

Under Separate Cover

**11. Other Business**

**12. Date of Next Meeting**

Tuesday, January 14, 2025 at 9:30 AM

**13. Adjournment**

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

## The Regional Municipality of Durham

### MINUTES

#### FINANCE & ADMINISTRATION COMMITTEE

Tuesday, November 12, 2024

A regular meeting of the Finance & Administration Committee was held on Tuesday, November 12, 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  
S. Ciani, Committee Clerk, Corporate Services – Legislative Services  
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  
J. Hunt, Regional Solicitor/Director of Legal Services, CAO's Office – Legal  
R. Inacio, Systems Support Specialist, Corporate Services - IT  
N. Pincombe, Director, Business Planning & Budgets  
IN. Taylor, Commissioner of Finance  
**\*denotes staff participating electronically**

#### 2. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest made.

#### 3. Adoption of Minutes

Moved by Councillor McDougall, Seconded by Councillor Leahy,

- (54) That the minutes of the regular Finance & Administration Committee meeting held on Tuesday, September 10, 2024, be adopted.  
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) Durham Region Anti-Racism Taskforce Update (2024-A-16)**

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Report #2024-A-16 from Elaine Baxter-Trahair, Chief Administrative Officer, was received.

A. Hector-Alexander highlighted the recent Diversity Equity and Inclusion (DEI) municipal symposium, held in Regional Council Chambers, which brought together various DEI related taskforces and working groups from across the Region, and included discussion around collaborating on initiatives.

Moved by Councillor Leahy, Seconded by Councillor McDougall,

- (55) That Report #2024-A-16 of the Chief Administrative Officer, be received for information.

CARRIED

**B) Establishment of a Fees and Charges By-law for Court Clerk operations (2024-A-17)**

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Report #2024-A-17 from Jason Hunt, Regional Solicitor and Director of Legal Services, was received.

J. Hunt advised that provincial offences tickets can be paid in any jurisdiction and the fee being proposed in the Report would only apply to transactions at the front counter, in-person, by people who do not reside in the Region. J. Hunt explained that there are individuals who do not live in the Region and come here to pay multiple tickets, for multiple people, and spend a lot of time at the counter.

Staff responded to questions with respect to how many of these fees may be charged each year; and whether the intent is to promote that individuals pay tickets online and/or in the jurisdiction where they reside.

Moved by Councillor Garrod, Seconded by Councillor Leahy,  
(56) That we recommend to 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 Report #2024-A-17 of the Regional Solicitor and Director of Legal Services be adopted.

CARRIED

## 8. Finance

### 8.1 Correspondence

There were no communications to consider.

### 8.2 Reports

#### A) 2024 Durham Region Transit Bus Order and Capital Project Budget Re-allocations (2024-F-18)

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Report #2024-F-18 from Nancy Taylor, Commissioner of Finance, was received.

Staff responded to questions with respect to whether the Region received any funding from the Zero Emission Transit Fund (ZETF); who manages the ZETF; why the Region's application for funding did not qualify; will there be further opportunities for similar funding; was there engagement from the Region's MPs regarding this; what the long term impact will be of not purchasing the original number of new buses; the impact to the 2024 and 2025 budgets; the difference in cost between a diesel bus and a battery electric bus; the lead time required to receive the diesel buses after purchase; the dollar value of the initial ZETF funding request submitted by the Region; should the Region have applied for a lower amount of funding to be successful; which other municipalities received funding and how much they received; which portion of the funding request was solely for buses; does an electric bus carry more passengers than a diesel bus; is it still beneficial to the environment to add diesel buses since they reduce the number of other vehicles on the roads; do the diesel buses being purchased have modern emissions reduction technologies; and how many riders has DRT had so far this year.

Councillor Lee requested that staff report back on why the Region did not receive the funding, which other municipalities received funding, how much they received, and for what.

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

- A) That the project gross costs and financing shown in Section B of Attachment #1 to Report #2024-F-18 of the Commissioner of Finance 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 to Report #2024-F-18;
- 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 Attachment #1 to Report 2024-F-18, 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 to Report #2024-F-18 in the unlikely event that the Region's request to reallocate ICIP funding is not approved by the federal or provincial governments.

CARRIED

B) 2025 Interim Regional Property Tax Levy (2024-F-19)

Report #2024-F-19 from Nancy Taylor, Commissioner of Finance, was received.

Staff responded to questions with respect to whether a municipality has ever missed a payment and if the Region has received interest payments for late payments.

Moved by Regional Chair Henry, Seconded by Councillor Leahy,  
(58) That we recommend to 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.

CARRIED

C) Temporary Borrowing By-Law for 2025 (2024-F-20)

Report #2024-F-20 from Nancy Taylor, Commissioner of Finance, was received.

Moved by Regional Chair Henry, Seconded by Councillor Leahy,  
(59) That we recommend to 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).

CARRIED

**9. Advisory Committee Resolutions**

9.1 Durham Accessibility Advisory Committee, re: Construction at Stations for the Lakeshore East GO Train Extension to Bowmanville

Moved by Councillor McDougall, Seconded by Councillor Leahy,  
(60) That the following resolution from the Accessibility Advisory Committee be referred to staff for consideration:

- A) 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;
  - iii) To ensure the safety of individuals utilizing transit connections, especially for our disabled community; and

- B) 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.

CARRIED

**10. Confidential Matters**

There were no confidential matters to be considered.

**11. Other Business**

There was no other business to be considered.

**12. Date of Next Meeting**

The next regularly scheduled Finance & Administration Committee meeting will be held on Tuesday, December 10, 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 McDougall,  
(61) That the meeting be adjourned.

CARRIED

The meeting adjourned at 10:02 AM

Respectfully submitted,

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K. Ashe, Chair

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L. Fleury, Deputy Clerk



# The Regional Municipality of Durham Report

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To: Finance and Administration Committee  
From: Commissioner of Finance  
Report: #2024-F-21  
Date: December 10, 2024

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**Subject:**

Additional Funding Requests for Hospice Facilities in the Municipality of Clarington and Town of Whitby under the Community Investment Grants Policy

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**Recommendation:**

That the Finance and Administration Committee recommend to Regional Council:

- A) That an additional funding allocation of up to \$250,000 for Marigold Hospice Care (formerly the Durham Hospice – Clarington) be approved to maintain the previously approved funding commitment of 7.5 per cent of total eligible project costs for the construction of a nine-bed hospice in the Municipality of Clarington, with the required financing to be provided from the Community Investment Grant funding and in accordance with the Durham Region Community Investment Grant policy;
- B) That an additional funding allocation of up to \$430,800 to Hospice Whitby - Roger Anderson House (formerly the VON Durham Region Community Corporation) be approved to maintain the previously approved funding commitment of 7.5 per cent of total eligible project costs for the construction of a ten-bed hospice in the Town of Whitby with the required financing to be provided from the Community Investment Grant funding and in accordance with the Durham Region Community Investment Grant policy.

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**Report:**

**1. Purpose**

- 1.1 The purpose of this report is to seek Regional Council approval for additional funding commitments of up to \$250,000 to Marigold Hospice Care (formerly Durham Hospice – Clarington) in the Municipality of Clarington and up to \$430,800 to Hospice Whitby - Roger Anderson House (formerly VON Durham

Region Community Corporation) in the Town of Whitby under the Community Investment Grants Policy.

- 1.2 The recommended additional funding allocations would maintain the previously approved funding commitments of 7.5 per cent of total capital project costs. The hospice facilities in the Municipality of Clarington and Town of Whitby have both received provincial government financial support to increase bed capacity and both projects have encountered increased construction costs since receiving Regional Council approval.

## **2. Background**

- 2.1 In August of 2017, the Provincial Government announced funding to support three hospice facilities located across Durham Region (Port Perry, Whitby, and Clarington).
- 2.2 Durham Hospice – Clarington received provincial approval for the construction of a 7,600 square foot five-bed residential hospice in the Municipality of Clarington. Originally, the total estimated capital cost of the project including design, engineering, construction, furniture, fixtures and equipment (FFE), and contingency allowance was approximately \$3.5 million. The province committed \$1.0 million in funding for this capital project with approximately \$2.5 million to be funded in the community.
- 2.3 On June 13, 2018, Regional Council approved a funding allocation of \$265,650 toward the Clarington hospice facility. This amount represented 7.5 per cent of total capital project costs, which was in line with the hospital funding guidelines in place at the time. The Provincial Government subsequently announced \$800,000 in additional funding to construct four additional beds at the Clarington hospice facility. This increases the total number of beds from five to nine. Regional Council subsequently approved an additional funding allocation of \$239,500 for this facility on February 26, 2020, maintaining the 7.5 per cent funding.
- 2.4 VON Durham Community Corporation received provincial approval for the construction of an 18,000 square foot ten-bed residential hospice in the Town of Whitby. Originally, the total estimated capital cost of the project including design, engineering, construction, FF&E, and contingency allowance was \$7.6 million. The province has committed \$2.0 million in funding for this capital project with \$5,590,000 to be funded in the community.
- 2.5 On June 13, 2018, Durham Regional Council approved a funding allocation of \$569,250 to VON Durham Region Community Corporation for the construction of a hospice facility in the Town of Whitby. This allocation represented 7.5 per cent of the \$7,590,000 estimated capital budget

### **3. Additional Funding Request for Hospice Expansions**

- 3.1 On November 15, 2024, a letter from Melodie Zarzevzny, Chair of Marigold Hospice Care, was sent to Kevin Ashe, Chair of the Region's Finance and Administration Committee, requesting additional funding in the amount of \$250,000 under the Community Investment Grant Policy for the construction of the hospice care facility in the Municipality of Clarington (Attachment #1).
- 3.2 On October 31, 2024, a letter from Eva Reti, Board Chair of Durham Community Corporation was sent to Nancy Taylor, Commissioner of Finance, requesting additional funding in the amount of \$430,800 under the Community Investment Grant Policy for the construction of the hospice care facility in the Town of Whitby (Attachment #2).
- 3.3 Since the pandemic, the construction of the hospice facilities in the Municipality of Clarington and Town of Whitby have experienced increased capital project costs which are only partially offset by increased provincial funding commitments. Due to the increased costs associated with the expansion activities, the Region's financial commitment to both hospice facilities now falls short of 7.5 per cent of total capital project costs. Marigold Hospice Care (Durham Hospice – Clarington) and Hospice Whitby - Roger Anderson House (VON Durham Region Community Corporation) have both requested that the Region provide an additional funding allocation in order to maintain the 7.5 per cent of total project cost threshold.

### **4. Provincial Government Capital Funding for Hospice Facilities**

- 4.1 The Provincial Government Hospice Capital Program Policy establishes a cost share guideline for provincial capital funding for hospice facilities. The cost share guideline sets out a number of criteria that must be met for hospice facilities to be eligible for this provincial funding.
- 4.2 The cost share policy also establishes a maximum provincial capital funding contribution limit of \$200,000 per bed.

### **5. Durham Region Healthcare Institution Funding Criteria**

- 5.1 The Durham Region Community Investment Grant Policy outlines a set of criteria for which healthcare institutions need to comply in order to be considered for funding assistance. As Council is aware, Council approved a moratorium on new requests under this program through 2023-F-35 as follows: That a moratorium be placed on the acceptance of any funding submissions/requests under the Region's Community Investment Grant Program until the current Council approved funding commitments have been fully funded from within the current annual funding envelope. It is currently overcommitted to until the funding for the Lakeridge Health Bowmanville Expansion funding of \$55.2 million is accumulated. The current funding formula remains largely the same as in 2018, with the added provision that funds will only be provided for long-term capital assets. The current healthcare institution funding formula includes the following criteria:

- The need for Provincial project approval;
- The commitment of at least 70 per cent Provincial funding of total project costs at the time of request. This relates to all capital projects, excluding capital equipment;
- The proposed financing must include donations raised from the community;
- Region's contribution representing 25 per cent of the community component or a maximum of 7.5 per cent of the total project cost;
- Funds will only be provided for long-term capital assets; and
- Must provide proof of project benefits to residents of the entire Region.

## 6. Financial Implications

- 6.1 The total capital budget for Durham Hospice that was originally approved by Regional Council was \$6.74 million and the grant approved by Regional Council was \$505,150. The total tender pricing for the project and submitted to the Region in September 2024 was \$10.01 million. An increase of \$250,000 has been requested by Marigold Hospice Care (Durham Hospice – Clarington) to maintain the 7.5 per cent of total project cost threshold under the Community Investment Grant Policy. This would bring the total Regional financial assistance of the project to \$755,150.
- 6.2 The total capital budget for Hospice Whitby - Roger Anderson House that was originally approved by Regional Council was \$7.6 million and the grant approved by Regional Council was \$569,250. The total tender pricing for the project in 2024 and submitted to the Region \$13.3 million. An increase of \$430,800 was requested by Hospice Whitby to maintain the 7.5 per cent of total project cost threshold under the Community Investment Grant Policy. This would bring the total Regional financial assistance of the project to \$1,000,050.
- 6.3 Further, it is recommended that the required financing be provided from the appropriate reserve fund from the annual Special Contribution for Hospitals/Post-Secondary Education Institutions and that funding be released in accordance with the Regional Community Investment Policy which requires an agreement to set out requirements for recognition, reporting and would include the following Provincial funding milestone schedule:
- |     |  |
|-----|--|
| 15% | Approval of Application for Planning   |
| 40% | Award of Contract  |
| 45% | After 50 per cent of construction completion (justified by progress certificate) |

6.4 Prior to the final payment, the Region will require an updated cost estimate to ensure costs are still in line with the original estimate. This will allow the Region to adjust the funding commitment to the 7.5 per cent share as necessary.

## 7. Summary

7.1 Marigold Hospice Care (Durham Hospice – Clarington) and Hospice Whitby - Roger Anderson House (VON Durham Region Community Corporation) have requested additional funding commitments for the construction of the Clarington and Whitby hospice facilities.

7.2 The Region has previously approved funding for both hospice facilities with an adjustment approved in 2020 for Marigold to continue maintaining the 7.5% funding level, however the projects have since expanded in scope and are experiencing increased capital costs. Additional funding remains consistent with the moratorium on new requests under the Community Investment Policy as this is the finalization of an existing approved program and will not significantly impact the other currently approved commitments that funds are concurrently being accumulated to satisfy those commitments. The expectation is that this moratorium will be required until approximately 2029 as previously reported.

7.3 Therefore, it is recommended that the Region provide additional funding to maintain the original commitment of 7.5 per cent of total project costs.

## 8. Attachments

8.1 Attachment #1 - Marigold Hospice Care letter dated November 20, 2024

8.2 Attachment #2 - Hospice Whitby letter dated October 31, 2024

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

November 20, 2024

Finance and Administration Committee  
The Regional Municipality of Durham  
605 Rossland Road East  
Whitby, Ontario L1N 6A3

Chair Kevin Ashe and Finance & Administration Committee members:

On behalf of Marigold Hospice Care Board members, I would like to thank you and Regional Council for your support of Marigold Hospice Care! The hospice build is progressing as scheduled. The foundation has been poured, walls have been put up and we are finishing the roof. We expect the building to be fully enclosed by early December. We will begin receiving patients to our building in fall 2025.

We appreciate the funding support the Region has provided with our initial request through the Community Investment Grant Program. Due to the unforeseen current economic climate, we have seen an increase in the capital cost of the hospice build which is causing financial challenges. You should be aware that as a result of the significant cost increases that were reflected in the construction tenders we received, our board spent much of the 2023 year undertaking a re-design of our building, in order to ensure that we can meet our budget and our fund raising goals, and that we are good financial stewards of the funds provided to us by our donors, including the Region of Durham. Our revised design remains a beautiful building that will provide the highest quality care to residents.

Regional Council had originally approved financial assistance in the amount of \$505,150. Based on the new estimated capital amount of \$10,011,850, we are requesting additional funding in the amount of \$250,000 to top up the amount approved by Regional Council from the Community Investment Grant.

Thank you for your consideration and for your ongoing support.

Yours truly,

Melodie Zarzeczny  
Chair, Marigold Hospice Care



**Hospice Whitby**  
ROGER ANDERSON HOUSE

31 October 2024

Ms. Nancy Taylor  
Commissioner of Finance  
The Regional Municipality of Durham  
605 Rossland Rd. E., P.O. Box 623  
Whitby, ON L1N 6A3

Re: VON Durham Region Community Corporation  
(Hospice Whitby-Roger Anderson House)

Dear Ms. Taylor

I am writing this letter to provide you with an update on the new hospice residence to be built in Whitby. This journey started in the spring of 2018 when we launched our capital campaign with the goal of raising \$7.5m for the project. In spite of covid-19 and the inability to easily reach out to people, in November 2021 the hospice residence project went out to tender and the bids closed in January 2022. Due to the pandemic, the construction cost had risen to \$10.4 million plus HST. The board decided to take a step back to see how cost savings measures could be implemented by working with the architects and their partners without compromising the integrity of the original design. They also consulted with other operational hospice residences to see what lessons were learned as a result of covid-19 so that they could be incorporated as appropriate. At the same time, fundraising continued.

In May 2024, the project went out to tender again and it closed on July 10. The successful bid is \$11,800,000 plus HST of \$1,534,000 bringing the total to \$13,334,000. Approval to proceed with the project was received in late September and we will be hosting the ceremonial groundbreaking ceremony on Friday, November 15 at 2:00. Grading of the property will begin as soon as possible and then construction will start.

I am writing to ask Durham Region Council to increase the 7.5% funding allocation as a result of the new tendered cost of construction, which is estimated to be \$13,334,000 (inclusive of HST). This would amount to a funding increase of \$430,800.

Thank you for your consideration of our request.

Regards,

Eva Reti  
Board Chair  
VON Durham Region CC  
(Hospice Whitby-Roger Anderson House)