

Office of the Regional Clerk
CORPORATE SERVICES DEPARTMENT

A G E N D A

FINANCE AND ADMINISTRATION COMMITTEE

Committee Room "A"
Administrative Centre
17250 Yonge Street
Newmarket, Ontario

January 11, 2007

9:00 a.m.

DISCLOSURE OF INTEREST

ELECTION OF CHAIR FOR 2007

ELECTION OF VICE-CHAIR FOR 2007

Page No.

A DEPUTATIONS

None

B PRESENTATIONS

1. Lloyd Russell, Commissioner of Finance, Jim Davidson, Commissioner of Corporate Services, and Neil Garbe, Executive Director, Strategic Initiatives & Administration, regarding 'Finance and Administration Committee Overview and Issues'.
2. Kelly Strueby, Manager, Business Planning and Performance Measurement, regarding OMBI 2005 Performance Benchmarking Report. (*Please refer to Report 8*)

C COMMUNICATIONS

1. Robert Prowse, Town Clerk, Town of Richmond Hill, November 1, 2006, forwarding a resolution adopted by the Council of the Town of Richmond Hill, at its meeting on October 23, 2006, regarding Development Charges Legislative Constraints Impacting Ontario Municipalities and Hospitals. **1**
2. Anna Knowles, Deputy Clerk, Town of East Gwillimbury, November 27, 2006, forwarding a resolution adopted by the Council of the Town of East Gwillimbury, at its meeting on November 20, 2006, regarding **3**

York Durham (YDSS) Environmental Assessment for Municipal
Sewage Services to Town of East Gwillimbury.

D REPORTS

**REPORTS SUBMITTED BY THE
COMMISSIONER OF FINANCE**

1 2007 Interim Tax Levy 5

November 2, 2006, recommending that:

1. An amount not exceeding 50% of the estimated 2006 levy for local municipalities be the 2007 interim tax levy as indicated in Table 1.
2. The interim tax levy be payable in two equal installments, the first installment due on or before April 27, 2007 and the balance due on or before June 29, 2007.
3. The Regional Solicitor be authorized to prepare the necessary by-law to give effect to these recommendations.

2 Provision for Self-Insured Transit Claims 9

December 14, 2006, recommending that:

1. Effective January 1, 2007, the self-insured component of transit liability claims be raised from \$10,000 to \$100,000 per occurrence;
2. Premium savings as a result of the change in deductible level be reallocated to the Insurance Reserve to fund the additional cost of claims; and
3. Staff is authorized to take all necessary action to implement these recommendations.

3 Sinking Fund Requirements – 2007

November 1, 2006, recommending that:

1. The 2007 Regional Budget include \$9,884,552.82 for the purpose of meeting the Region's sinking fund requirements as specified by existing debenture by-laws.

4 Award of Commodity and Payroll Tax Consultant Contract 15

November 30, 2006, recommending that:

1. A contract for the provision of Commodity and Payroll Tax Recovery Services be awarded to Deloitte & Touche LLP.
2. The Commissioner of Finance to be authorized to issue a purchase order to Deloitte & Touche LLP for the provision of Commodity and Payroll Tax Recovery Services at the rate of 25% for all commodity and payroll taxes recovered.
3. The Commissioner of Finance to be delegated authority to grant the contract, initially, for two (2) years with an option to renew for one year on the second anniversary of the contract start date, for a total of three (3) years.

5 Development Charge Credit Request 19
Bathurst Woodland Ltd.
Bathurst St. Intersection of Woodland Acres
Crescent/Shafsbury Avenue
City of Vaughan

December 4, 2006, recommending that:

1. Council authorize a development charge (“DC”) credit in the amount of \$122,431 (76.5%) for the growth-related component (development charges) and a recovery of \$37,610 (23.5%) for the non-growth component (tax levy) of proposed road works to be undertaken by Centrefront Developments Inc. in the City of Vaughan, subject to completion of the works to the satisfaction of the Commissioner of Transportation and Works; and
2. Staff be authorized to fund the growth component of the development charge credit totalling \$122,431 from Regional Roads Development Charges previously collected through the buildout of the surrounding residential subdivisions prior to the approval of the road credits.

6 Banking Services Agreement 25

December 12, 2006, recommending that:

1. The Region's banking services contract with the Toronto Dominion ("TD") Bank be extended for up to six (6) months, from April 3 to October 3, 2007, with the existing terms and conditions;
2. The Commissioner of Finance be authorized to negotiate a sole source contract with the TD Bank for banking services for a term of five (5) years with an option to extend the contract for an additional two (2) years; and
3. The negotiated contract be approved by Council prior to its execution, subject to Legal review.

7 Tender Awards Report 31
July 1, 2006 to September 30, 2006

December 5, 2006, recommending that this report be received for information.

**REPORT SUBMITTED BY THE
CHIEF ADMINISTRATIVE OFFICER AND THE
COMMISSIONER OF FINANCE**

8 OMBI 2005 Performance Benchmarking Report 39

December 6, 2006, recommending that:

It is recommended that this report along with the *OMBI 2005 Performance Measurement Benchmarking Report* (to be released January 8, 2007 and distributed separately) be received for information.

**REPORTS SUBMITTED BY THE
COMMISSIONER OF CORPORATE SERVICES**

9 Award of Collection Services Contract 45

December 5, 2006, recommending that:

1. Contracts for the provision of collection services be awarded to both Canadian Bonded Credits Limited and Nor-Don Collection Network Incorporated Limited for a period of one year with an option to renew for two additional twelve month periods, based on performance.
2. The Commissioner of Corporate Services be authorized to issue a purchase order to both Canadian Bonded Credits Limited and Nor-Don Collection Network Incorporated Limited for the provision of collection services.
3. The Commissioner of Corporate Services be delegated authority to determine whether future options should be taken, based on performance.

10 Employee Assistance Program Contract Award 49

November 30, 2006, recommending that:

1. York Region enter into a contract with Shepell.fgi (formerly FGIworld), for the provision of the York Region Employee Assistance Program.
2. The contract for services should commence on February 1, 2007 for a period of two years in the amount of \$304,347.20, with an option of a third year, if services are satisfactory.
3. The Commissioner of Corporate Services be authorized to sign the contract with Shepell.fgi, subject to review by Legal Services.
4. The Commissioner of Corporate Services be authorized to extend the contract for the optional third year if service proves satisfactory.

11 Lease Extension for Steven Court, Newmarket 53

November 27, 2006, recommending that:

1. Regional Council authorize a five-year lease extension, commencing on February 1, 2007, for the existing facility consisting of 2,462 square feet, located at 620 Steven Court, Unit 5, in the Town of Newmarket. The total annual base rent obligation for the five-year term is \$80,630.50.
2. The Regional Chair and the Regional Clerk be authorized to sign the necessary agreement with Thompson Properties Limited for the leased space, subject to review by Legal Services.

12 Leased Office Space at the Tannery Mall 57

November 29, 2006, recommending that this Report be received by Committee and Council for information purposes.

13 RFP for Legal Services 61

December 21, 2006, recommending that:

1. The firms of Borden Ladner Gervais LLP and Weir Foulds LLP be approved to provide legal services on a fee for service basis through a retainer agreement for the period January 1, 2007 to December 31, 2009.
2. The Regional Solicitor be authorized to execute retainer agreements and related documents necessary to implement the retainer.

14 Sale of Surplus Property 65
Woodbine Avenue, Town of Markham

November 29, 2006, recommending that:

1. Regional Council authorize the sale of 24.7 square meters (265.88 square feet) of land described as being the northerly 1.0 metre of Lot 1, Plan 404, Town of Markham, The Regional Municipality of York and designated as Part 1 on Reference Plan 65R-29311.
2. The sale shall be to the adjacent owner to the north, Antonio Fedele, and shall be for the sum of \$5,100.00.

15 Sale of Surplus Property
Major Mackenzie Drive East, Town of Markham

69

November 22, 2006, recommending that:

1. Regional Council declare surplus and give notice of its intention to sell the lands having an area of 3,063 square meters (0.757 acre) and described as Part of Lot 20 and Part of the Road Allowance between Lots 20 and 21 and Part of Lot 21, Concession 7, Town of Markham, The Regional Municipality of York and designated as Part 1 on a draft reference plan prepared by Clarke Wilkinson Alton Surveying and dated October 19, 2006. The sale of the property will be subject to the retention by the Region of easements required for existing utilities and infrastructures.
2. The lands be stopped up and closed in accordance with the requirements of the *Municipal Act*.
3. The Manager of Realty Services shall conduct an appraisal of the property, the cost of which shall be paid in advance by the abutting landowner to the west who wishes to purchase the property, and shall commence negotiations, the results of which shall be presented to Regional Council for consideration.
4. An administration fee of \$1,500.00 together with all costs in connection with these transactions such as surveying, advertising, legal and any necessary utility relocation are to be paid for by the purchaser in advance of any expenditure by the Region.

**REPORT SUBMITTED BY THE
CHIEF ADMINISTRATIVE OFFICER**

**16 EMERGENCY MANAGEMENT PROGRAM
ANNUAL REVIEW**

73

December 7, 2006, recommending that:

1. Council receive this report as confirmation that York Region has completed all the necessary requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.
2. The Regional Solicitor update the current Emergency Management Program By-law to reflect administrative changes to the emergency plan.

3. The Regional Clerk send Attachment No. 1, being a list of the Emergency Management programs requirements and dates of completion, to the Commissioner of Community Safety, Emergency Management Ontario.

**REPORT SUBMITTED BY THE
REGIONAL SOLICITOR**

17 MUNICIPAL ACT AMENDMENTS

81

January 4, 2007, recommending that this report be received for information.

OTHER BUSINESS

ADJOURNMENT

Note: There may be additional items considered that do not appear on this Agenda.
Please refer to the Committee Report to Council for all items considered at this meeting.