



## **Capital Sustainability Steering Committee**

### **Minutes**

**CSSC#01-19**

**Wednesday, April 17, 2019, 1:30 p.m.**

**Mayor and Council Boardroom**

**225 East Beaver Creek Road**

**Richmond Hill, ON**

Committee Members Present: Mayor Barrow (Chair)  
Councillor West (Vice-Chair)  
Regional and Local Councillor DiPaola  
Councillor Liu  
Councillor Chan

Also in attendance: Councillor Muench  
Councillor Cilevitz

Staff Members Present:

N. Garbe, City Manager  
I. Brutto, Commissioner of Environment and Infrastructure Services  
M. Dempster, Commissioner of Corporate and Financial Services  
I. Simanovskis, Commissioner of Community Services  
K. Kwan, Commissioner of Planning and Regulatory Services  
D. Dexter, Director, Financial Services and Treasurer  
A. Iannucci, Chief Information Officer  
S. Kraft, Fire Chief  
P. Lee, Director, Policy Planning  
P. Masaro, Director, Design and Construction Services  
T. Ricketts, Director, Corporate Asset Management and Environment Services  
G. Taylor, Director, Public Works Operations  
G. McLenaghan, Manager, Corporate Asset Management  
D. Olding, Manager, Grants and Strategic Initiatives  
J. Hambleton, Administrative Assistant To Members Of Council  
S. Huycke, City Clerk  
K. Hurley, Council/Committee Coordinator

**1. Adoption of Agenda**

Moved by: Councillor Chan

That the agenda be adopted as distributed by the Clerk.

Carried

**2. Disclosures of Pecuniary Interest and General Nature Thereof**

There were no disclosures of pecuniary interest by Members of Council under the *Municipal Conflict of Interest Act*.

**3. Minutes of Previous Meeting**

Not applicable for this meeting.

**4. Scheduled Business**

**4.1 Election of Vice-Chair**

Moved by: Councillor Liu

a) That Councillor West be appointed as Vice-Chair of the Capital Sustainability Steering Committee for the 2018 to 2022 Term of Office.

Carried

**4.2 SRCFS.19.013 - Capital Sustainability Steering Committee Work Plan and 2019 Meeting Schedule**

**- Presentation by Mary-Anne Dempster, Commissioner of Corporate and Financial Services, and David Dexter, Director, Financial Services and Treasurer, regarding the Capital Sustainability Steering Committee Work Plan and 2019 Meeting Schedule**

Mary-Anne Dempster, Commissioner of Corporate and Financial Services, and David Dexter, Director, Financial Services and Treasurer, made a presentation regarding the Capital Sustainability Steering Committee Work Plan and 2019 Meeting Schedule.

M. Dempster highlighted Committee outcomes including Master Plans, Service Standards Review, and Financial Sustainability Strategy to provide recommendations to Council; provided an overview of the 2019 and 2020 Work Plans including specific areas of focus for each year; and reviewed the proposed schedule of meetings for 2019 including items to be brought forward at each meeting.

D. Dexter provided a financial overview for the Committee highlighting Capital Forecast and Pressures, Tax-Supported Capital Reserves, and Current Impact on Reserves, and provided a detailed overview of the Financial Sustainability Strategy including principles and steps.

Clarification was requested regarding the principles of the Financial Sustainability Strategy, specifically related to the use of debt to finance large projects, debt servicing costs, and pay as you go for asset replacements.

Moved by: Councillor Liu

- a) That staff report SRCFS.19.013 regarding the Capital Sustainability Steering Committee Work Plan and 2019 Meeting Schedule be received;
- b) That the Capital Sustainability Steering Committee work plan, as generally described in staff report SRCFS.19.013, be endorsed;
- c) That the Capital Sustainability Steering Committee approve its 2019 meeting schedule as set out in staff report SRCFS.19.013.

Carried

#### **4.3 SRCFS.19.015 - IT Strategic Plan**

##### **- Presentation by Anthony Iannucci, Chief Information Officer, regarding the IT Strategic Plan**

Anthony Iannucci, Chief Information Officer, made a presentation regarding the IT Strategic Plan. He provided background information on the IT Strategic Plan Vision from June 2017 and noted that the Plan recommended five Strategic Directions for the City to be delivered in three phases: Building Technology Foundations (2017 to 2020); Evolving Systems and Processes to Deliver Service Excellence (2019 to ongoing); and Becoming a Digital, Smart and Innovative City (2020 to ongoing).

A. Iannucci highlighted Municipal Technology Architecture; impact and risks of Accumulating Obsolescence; ongoing projects within the municipality; and future strategic projects and forecast including projects to be implemented in 2020 and beyond. He reviewed IOT, Smart Opportunities, and Security issues, and concluded the presentation by providing an overview of the 10 year forecast including opportunities and risks.

General discussion ensued regarding security within cloud based solutions; funding options for capital sustainability; components of the IT

Security Program and best practices within municipalities; opportunities for collaboration with IT companies; budget for IT related infrastructure in comparison to other municipalities; priority of ongoing projects; and data leveraging.

Moved by: Councillor Liu

a) That staff report SRCFS.19.015 regarding the IT Strategic Plan be received;

b) That the presentation by Anthony Iannucci, Chief Information Officer, regarding the IT Strategic Plan, be received;

c) That staff report SRCFS.19.015 regarding the IT Strategic Plan be forwarded to the next meeting of the Capital Sustainability Steering Committee meeting for further discussion.

Carried

#### **4.4 SRCS.19.13 - Fire and Emergency Services Master Fire Plan**

##### **- Presentation by Steve Kraft, Fire Chief, regarding the Fire and Emergency Services Master Fire Plan**

Steve Kraft, Fire Chief, made a presentation regarding the Fire and Emergency Services Master Fire Plan. He provided background information on the Master Fire Plan and methodology used; reviewed corporate responsibilities as required by various legislation; and provided an overview of the recommendations contained in the Master Fire Plan. He highlighted planned activities for the current year to 2023 and beyond; benefits and expected results; and the impact of various known factors including growth, increased call volume, intensification, traffic congestion, special events and celebrations, legislation, and staffing.

S. Kraft reviewed response times in Richmond Hill by Ward; current and projected costs associated with fire administration, fire prevention and fire suppression; and capital cost options for the 3 lines of defense: Public Fire Safety Education, Fire Safety Standards and Enforcement, and Emergency Response (Phases I, II and III).

Committee members discussed in further detail legislated corporate responsibilities and potential risks; charges and billing to residents and non-residents for Emergency and Non-Emergency Response within the Tariff of Fees By-law; and increased intensification within the municipality and impact on the use of the aerial fire truck and on staffing.

Moved by: Councillor Chan

a) That staff report SRCS.19.13 regarding the Fire and Emergency Services Master Fire Plan be received;

b) That the presentation by Steve Kraft, Fire Chief, regarding the Fire and Emergency Services Master Fire Plan be received;

c) That staff report SRCS.19.13 regarding the Fire and Emergency Services Master Fire Plan be forwarded to the next meeting of the Capital Sustainability Steering Committee meeting for further discussion.

Carried

**5. Business Arising from Previous Meeting**

Not applicable for this meeting.

**6. Date of Next Meeting**

The next meeting of the Capital Sustainability Steering Committee was scheduled for Wednesday, May 15, 2019 at 1:30 p.m.

**7. Adjournment**

Moved by: Councillor Liu

That the meeting be adjourned.

Carried

The meeting was adjourned at 3:30 p.m.