



Capital Sustainability Steering Committee

Minutes

CSSC#02-19

Wednesday, May 15, 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 Chan

Also in attendance: Councillor Muench

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

D. Terzievski, Director, Development Engineering and Transportation

M. Dobbie, Manager, Park and Natural Heritage Planning

G. McLenaghan, Manager, Corporate Asset Management

J. Stewart, Manager, Parks Operations

J. Hambleton, Administrative Assistant to Members Of Council

S. Huycke, City Clerk

K. Hurley, Council/Committee Coordinator

1. Adoption of Agenda

Moved by: Councillor West

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

**3.1 Minutes - Capital Sustainability Steering Committee meeting
CSSC#01-19 held April 17, 2019**

Moved by: Regional and Local Councillor DiPaola

a) That the minutes of Capital Sustainability Steering Committee meeting CSSC#01-19 held April 17, 2019 be adopted.

Carried

4. Scheduled Business

**4.1 Introduction to Revised Committee Process and Further Review of
Financial Matters**

**- Presentation by Mary-Anne Dempster, Commissioner of Corporate
and Financial Services**

Mary-Anne Dempster, Commissioner of Corporate and Financial Services, provided an overview of the new process for meetings going forward. She noted that the meetings would have a facilitated approach with a two-step process where staff would present sub-categories for each topic and obtain input from the Committee members on the sub-categories, followed by the topic being fully presented and discussed, and recommendations made by management and Committee members. M. Dempster advised that this new approach would allow topics to remain open for discussion for the Committee to provide continued input.

M. Dempster reviewed the 2019 Work Plan and highlighted areas of focus for the Committee including the Fire Master Plan, IT Strategy, Parks and

Trailways, Roads/Water/Sanitary, Operations Centre Plan, and Stormwater, and advised which meetings each topic would be presented at.

Committee members discussed other areas of focus they wanted to see included such as the Recreation Plan, municipal real estate, operations of the Richmond Hill Centre for the Performing Arts, Economic Development, and the David Dunlap Observatory Master Plan; and areas of focus that could be removed from the process until a future date, or would be better addressed through the capital and/or operating budget process.

M. Dempster provided an overview of the existing 9-year Capital Plan for 2020 to 2028 broken down by asset category, and current financial considerations with scenarios to consider:

- Scenario 1: Let Reserves Expire
- Scenario 2: Financial Sustainability Principles 2021
- Scenario 3: Annual Budget based on current Levy/Contributions + Interest (no debt)

M. Dempster concluded the presentation by reviewing the proposed approach for the Capital Sustainability Steering Committee and opened up for the floor for comments, questions and feedback from Committee members.

General discussion ensued regarding capital spending within each of the three proposed scenarios and having risk assessments conducted; examples of tax supported capital spending within the municipality; impact of decreased revenue; funding sources identified for the asset categories, specifically related to development charges; and the life cycle of assets.

Moved by: Councillor Chan

a) That the 2019 Committee Work Plan be amended to include the Recreation Plan, David Dunlap Observatory and real estate; and that consideration of Stormwater be removed from the Committee Work Plan.

Carried

Moved by: Councillor West

a) That the presentation by Mary-Anne Dempster, Commissioner of Corporate and Financial Services, regarding an Introduction to the

Revised Committee Process and Further Review of Financial Matters, be received.

Carried

4.2 SRCFS.19.015 - IT Strategic Plan - (referred from the April 17, 2019 Capital Sustainability Steering Committee meeting)

Anthony Iannucci, Chief Information Officer, made a presentation regarding the IT Strategic Plan as a follow up to the questions and comments received at the April meeting of the Committee. He advised that an initial meeting of York Region IT Leaders had been scheduled for June 20, 2019, noted municipalities and government organizations that would be represented at the meeting, and indicated some of the proposed topics of discussion. A. Iannucci highlighted information that had been gathered to compare Richmond Hill with other organizations in terms of IT infrastructure and variable funding strategies.

Committee members discussed the information presented from other government organizations and acknowledged the challenge in comparing data because of the different IT based platforms being used, and discussed opportunities for funding dollars through government led initiatives such as the Smart City Challenge.

Moved by: Regional and Local Councillor DiPaola

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

Carried

4.3 SRCS.19.13 - Fire and Emergency Services Master Fire Plan - (referred from the April 17, 2019 Capital Sustainability Steering Committee meeting)

Steve Kraft, Fire Chief, made a presentation regarding the Fire and Emergency Services Master Fire Plan as a follow up to the questions and comments received at the April meeting. He provided additional information related to incidents by time of day in 2018, and related to incident response times from January 1, 2016 to December 31, 2018.

Committee members discussed the information presented related to the type of incidents by time of day and the importance of having this type of data.

Moved by: Regional and Local Councillor DiPaola

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

Carried

4.4 Introduction to Master Plans - Parks and Trails

- Presentation by Mary-Anne Dempster, Commissioner of Corporate and Financial Services

Mary-Anne Dempster, Commissioner of Corporate and Financial Services, made a presentation regarding parks and trails in Richmond Hill. She reviewed the four distinct areas for the delivery of services of parks and trails as follows:

- Corporate and Financial Services: Capital Budget
- Planning and Regulatory Services: Secure Land (Cash-in-Lieu, Development Charges); Secure Funding; Analyze Facility Needs
- Environment and Infrastructure Services: Design and Construction; State of Good Repair/Revitalization; Growth
- Community Services: Maintain Parks, Sports Fields and Trails; Operate Facilities; General Repair and Inspection of Park Elements and Site Furniture

General discussion ensued regarding securing funding through cash-in-lieu and other available funding sources for parks and trails; how the municipality acquires land for parks and trails; how facility needs were analyzed and which assets/components fall within the Parks Plan versus Recreation Plan; how Richmond Hill plans, budgets and maintains parks and trails and the impact on the operating budget; design standards for parks and trails; partnership opportunities including cost-sharing; target service levels for parks and trails; life cycle of parks and trails; and incorporating aspects of the various City strategies into parks and trails.

Moved by: Councillor Chan

a) That the presentation by Mary-Anne Dempster, Commissioner of Corporate and Financial Services, regarding an Introduction to Master Plans, Parks and Trails, be received.

Carried

5. Date of Next Meeting

The next meeting of the Capital Sustainability Steering Committee was scheduled for Wednesday, June 19, 2019 at 1:30 p.m.

6. Adjournment

Moved by: Councillor Chan

That the meeting be adjourned.

Carried

The meeting was adjourned at 3:25 p.m.