



SUBJECT: Interim advisory committee budget allocation process

TO: Corporate Services, Strategy, Risk & Accountability Cttee.

FROM: Office of the City Clerk

Report Number: CL-10-21

Wards Affected: ALL

File Numbers: 130-01

Date to Committee: April 7, 2021

Date to Council: April 20, 2021

Recommendation:

Approve the interim advisory committee budget allocation process as outlined in the office of the city clerk report CL-10-21.

PURPOSE:

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture
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Background and Discussion:

Background/Timeline

February 2020: Council Workshop where Citizen Advisory Committee Review Team outlines their findings to Council. Recommendation #10 of the report was to have all advisory committee budgets to be consolidated and to establish a process for advisory committees to apply for funding.

September 2020: Report CL-17-20 provided to Corporate Services, Strategy, Risk & Accountability Committee (CSSRA), the Office of the City Clerk committed to taking on the Downtown Parking Advisory Committee, and the Sustainable Development Advisory Committee for

legislative and secretariat support. In addition, a commitment to consolidate the advisory budgets, save for the Mundialization and Downtown Parking Committees. At this meeting Council requested that the Clerk call for nominations to all advisory committees and to reinstate the advisory committee system.

November 2020: Office of the City Clerk initiated the recruitment to reinstate all advisory committees except the legislative advisory committees, heritage advisory and accessibility (recruited and appointed Summer 2020). Over 160 applications were received.

January 2021: Office of the City Clerk begins to provide support to Downtown Parking Advisory and Sustainable Development Advisory Committees to ensure that all advisory committees are supported to a common standard and that all appointed members have an equitable committee experience.

February 2022: Council approves appointments to the advisory committees.

March 2022: 2021 Operating Budget approved. Council approved a total of \$54,200 for the advisory committees. The Mundialization Committee budget is \$17,250 which affords for \$36,950 for the remaining advisory committees.

Advisory Committee Budgets

Staff are recommending an interim process on how advisory committee budgets are allocated. The common framework for the advisory committees will feature a permanent budget allocation process, and it is anticipated that it will include learnings from the interim process. The approved 2021 operating budget allocated \$36,950 for all advisory committees. As indicated in CL-17-20 the Downtown Parking Committee and the Mundialization Committee will not be included in this program.

Advisory Committee Budget Allocation Process

All advisory committees are required to submit an annual report to their respective standing committee. An advisory committee annual report must provide highlights of the committee's activities for the past year, and a work plan for the current year with an annual budget request. The budget request includes projects and activities in support of the committee's mandate and terms of reference. The Clerk's support at each advisory committee will assist the members in crafting and generating these annual reports.

Advisory committee annual reports will be reported through the associated parent standing committee and then to Council as soon as possible. These may be held to ensure that all plans are reviewed at the same time. After the annual plan, and annual

budget request is approved by Council, the Clerks representative will advise the committee of the approved budget.

The Advisory Committee budget approved by Council for 2021 is \$36,950 (excluding Mundialization and Downtown Parking Committees). If budget funding remains within the \$36,950 after committee workplans and budgets are approved, the Clerk will use the following processes to allocate remaining budget funding: Throughout the year, if an unbudgeted expense or unplanned opportunity arises, a motion to approve the funding must be made at the advisory committee. This will only be permitted for amounts up to \$1,500, and the City Clerk will be able to authorize these spending amounts. If the endeavor is over \$1,500, the advisory committee will need to pass a motion and a recommendation report will be submitted to the appropriate standing committee, and subsequently to Council for an approval.

As an accountability, the Office of the City Clerk will provide regular reports to CSSRA with updates on the advisory committee budget.

Currently, the Office of the City Clerk has practices in place that address committee expenditures, requests for over expenditures, and reimbursement of out-of-pocket expenses. It is anticipated that these functions will also form part of the permanent policy.

Strategy/process

The decision to reinstate the committees without a common framework gives the Office of the City Clerk an opportunity to create an interim process for the budget allocation process, from a consolidated advisory committee budget. The permanent policy will be informed by the interim, which may help to strengthen the overall effectiveness of the policy and program.

Options Considered

In creating an interim process, staff contemplated keeping the status quo of the current budget structure. Based on feedback from the advisory committees' review, there was support to combining advisory committee budgets. In addition, comments made during the 2021 budget process also indicated that a trial of a consolidated advisory budgets would be welcomed by members of Council.

Financial Matters:

There are no financial implications associated with this recommendation. Staff will work with the advisory committees to stay within the \$36,950 approved 2021 budget

envelope. Regular reporting through to CSSRA will ensure that Council is properly advised of advisory committee spending.

Climate Implications

Not applicable

Engagement Matters:

A public survey hosted on the GetInvolvedBurlington.ca webpage, open from April 30, 2019 through to June 7, 2019, received 385 respondents. The public survey posed questions to determine barriers to participation, advisory committee experience, and asked for suggestions to improve the system. In addition, the Citizen Advisory Committee Review Team, submitted a report to Council and to the City Clerk on improving the system, recommending that the advisory committee budgets be consolidated and that advisory committees apply for funding through a process. Their report was provided to Council in February 2020, and formally received with report CL-17-20 which noted that a budget consolidation would occur and committed that staff would develop a process. Should this recommendation be approved, the Office of the City Clerk will apprise all advisory committees.

Conclusion:

An interim committee budget process will allow for staff to pilot a new way of allocating from a consolidated committee budget. This will help to inform the permanent policy which will be part of the advisory committee common framework.

Respectfully submitted,

Kevin Arjoon

City Clerk

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Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.