



**SUBJECT:** 2021 work plans and budgets for advisory committees  
**TO:** Corporate Services, Strategy, Risk & Accountability Cttee.  
**FROM:** Office of the City Clerk

Report Number: CL-18-21

Wards Affected: All

File Numbers: 130-01

Date to Committee: June 7, 2021

Date to Council: June 22, 2021

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**Recommendation:**

Approve the 2021 advisory committee work plans and budget requests attached as appendix A to office of the city clerk report CL-18-21.

**PURPOSE:**

**Vision to Focus Alignment:**

- Building more citizen engagement, community health and culture

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**Background and Discussion:**

In February 2020, the Council Workshop Committee received a report from the Citizen Advisory Committee Review Team that included a recommendation to consolidate advisory committee budgets and establish a process for advisory committees to apply for funding. In addition, report CL-17-20 confirmed that this practice would be applied for the next budget cycle.

On April 7, 2021 the Corporate Services, Strategy, Risk & Accountability Committee discussed office of the city clerk report CL-10-21 that provided the interim advisory committee budget allocation process. The report was approved by City Council on April 20, 2021.

### **Strategy/process**

The interim advisory committee budget allocation process requires advisory committees to submit an annual report to their respective standing committee providing highlights of the committee's activities for the past year, a work plan for the current year and an annual budget request. A decision was made to submit all annual reports, work plans and budgets together with one report so the committee can review the consolidated 2021 budget for all advisory committees. For reporting purposes, Mundialization Committee has been included. Their operating budget is \$17,250 (which is included in the overall advisory committee operating budget of \$54,200). It is the intent that this budget would not be pooled with the others. For 2021, their budget request is \$4,900. Attached at Appendix A are the advisory committee work plans and budgets and attached as Appendix B are the annual reports. Due to the pandemic, some advisory committees only met once or twice in 2020 and have not submitted an annual report. This interim advisory committee budget allocation process will inform a permanent policy that is expected to come forward as part of a common framework for advisory committees in Q4 of 2021.

Future budgets may also include a portion of the funds allocated to training opportunities for advisory committee Chairs and Vice Chairs.

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### **Financial Matters:**

The approved 2021 operating budget for advisory committees is \$54,200. As indicated in CL-10-21, the Downtown Parking Advisory Committee is not included in this program, as well as the Mundialization Committee's capital program and Heritage Burlington Advisory Committee's grant program.

### **Total Financial Impact**

The total budget request based on the 2021 advisory committee work plans is \$25,750 which is well within the allotted funding and resulted in approval of each advisory committee budget request. Budgets are lower than in typical years due to the pandemic and less in-person events. As approved in report CL-10-21, advisory committees can request additional funding from the remaining budget if an unbudgeted expense or an unplanned opportunity arises. 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 expense 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. The Office of the City Clerk will ensure that advisory committee spending does not exceed the approved budget envelope of \$54,200.

### **Source of Funding**

The amount of \$54,200 was approved in the 2021 operating budget for advisory committees.

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### **Climate Implications**

Not applicable.

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### **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.

Advisory committee chairs were invited to attend the June 7 Corporate Services, Strategy, Risk and Accountability Committee and were given the option to speak as a delegate or be in attendance to answer questions about their committee work plans.

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### **Conclusion:**

The advisory committees are pleased to present their 2021 work plans and budgets for approval, along with their 2020 annual reports.

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Respectfully submitted,

Georgie Gartside

Committee Clerk

905-335-7600, ext. 7492

**Appendices:**

- A. 2021 work plans and budgets for advisory committees
- B. 2020 annual reports for advisory committees

**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.