

**REVISED TERMS OF REFERENCE –
OPERATIONAL & STRATEGIC PLANNING COMMITTEE**

Recommendation

The City Manager in consultation with the Mayor and the Chair, Operational & Strategic Planning Committee recommends:

That the revised terms of Reference (attach: 1) for the Operational & Strategic Planning Committee be approved.

Purpose

To improve quality, flow and processing of information to the Operational & Strategic Planning Committee and Council from the Corporation regarding issues of organization, strategy, and performance management.

Background - Analysis and Options

The resource challenges facing many municipalities today have accelerated the development of programs that provide clear and consistent strategic direction, enhance organizational effectiveness and stimulate operational efficiency.

It is important for members of Council through the Operational and Strategic Planning Committee, to be informed, updated and consulted on new and developing initiatives proposed/implemented by the Corporation. To ensure this occurs and the Committee keeps pace with the activities of the Corporation, it is necessary to augment the existing terms of reference (attach: 2) with new terms of reference (attach: 1).

The rapid growth of the municipality has increased the volume and complexity of work and information flow, therefore, it is necessary for the Corporation to continually revisit and improve workflow processes. This will ensure Council receives information in a manner that permits appropriate time for due diligence and discussion. The revision to the Terms of Reference will facilitate the implementation of improved workflow (attachment 3) and approval processes within the Corporation and between the Corporation and Council.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

It is appropriate and timely to update the terms of Reference for the Operational & Strategic Planning Committee.

Attachments

1. Revised Terms of Reference, Operational & Strategic Planning Committee
2. Existing Terms of Reference - Procedural Bylaw 400-2002
3. Work flow chart

Report prepared by:

Andrew Harvie
Strategic Planning & Performance Management

Respectfully submitted,

Mike DeAngelis
City Manager

Operational and Strategic Planning Committee Terms of Reference

The City of Vaughan shall have an *Operational and Strategic Planning Committee* comprised of five (5) Members of Council, as determined by Council, for the purpose of evaluating and assessing the organizational and management structure of the City's administration to facilitate effective and efficient administration performance. As well, the Committee will monitor the development of the Corporate Strategic Plan and evaluate and assess its implementation and on-going performance management. In addition, the Committee shall, as required, facilitate the evaluation and assessment of the City's organizational structure.

Meetings shall be held at the call of the Chair on the third Tuesday of the month at 10:30am.

Reporting to the Committee

Reports and agenda items must be submitted to the City Manager for review and approval no later than the first day of the month prior to a committee meeting.

The Deputy City Clerk or her designate (under the supervision of the CM) shall prepare an agenda of all business to be brought before the committee. Agenda items will be submitted from the City Manager's Office no later than 3:00pm on the Thursday prior to distribution on the Friday, seven (7) business days before each scheduled committee meeting. All Members of Council and SMT are extended an invitation to attend.

Order of Business

1. Presentations
2. Confirmation of Agenda
3. Disclosure of Interest
4. Items for Discussion
5. New Business
6. Adjournment

Status Reports

To ensure Members of the Committee are fully informed regarding the progress of operational and strategic initiatives, the Committee expects the following regular reporting:

- Strategic Planning and Performance Management
- Reorganization initiatives (monthly during reorganization and/or bi-annually to 18 months)

- Major new initiatives and projects (i.e. Citizen Care, New City Hall)

Strategic – Budget Link

To ensure the Strategic Planning and Budgeting processes are linked:

- Any new strategic initiative that requires new funding or the re-allocation or redeployment of City resources must be reviewed by the Operational and Strategic Planning and Budget Committees. All reports must be endorsed by the City Manager and/or the Senior Management Team.
- The annual Strategic Planning and Budget cycle will be recommended to Council by the Operational and Strategic Planning and Budget Committees. This will include the timing and agenda for Council/Senior Management Team retreats.

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6. SPECIAL PURPOSE COMMITTEE MEETINGS

6.1 Audit Committee

There shall be an Audit Committee comprised of Members of Council as determined by Council from time to time, for the purpose of reviewing audited financial statements, recommending their receipt to Council, reviewing significant management letter comments and related recommendations and to recommend to Council the appointment of auditors. Meetings shall be held at the call of the Chair. Agendas will be distributed to Members of Council at least 48 hours before the meeting.

6.2 Operational and Strategic Planning Committee

There shall be an Operational and Strategic Planning Committee comprised of Members of Council, as determined by Council from time to time, for the purpose of evaluating and assessing the organizational and management structure of the City's administration to facilitate effective and efficient administrative performance. Meetings shall be held at the call of the Chair. Agendas will be distributed to Members of Council at least 48 hours before the meeting.

6.3 Budget Committee

There shall be a Budget Committee comprised of Local Ward Councillors and the Mayor Ex-Officio.

The Budget Committee shall:

- a) examine and monitor budget variances approved by Council to the current year's capital and operating budgets;
- b) review quarterly reports as they relate to project scheduling and expenditure timing;
- c) review and recommend for approval future years capital projects prior to December of the previous year;
- d) form realistic future years forecasting of capital projects

Meetings shall be held monthly or at the call of the Chair. Agendas will be distributed to Members of Council at least 48 hours before the meeting.

