

Purpose

1. The Service Review Implementation Ad Hoc Committee (the “Committee”) is established to oversee and ensure the successful implementation of the Service Review Priority Opportunity Action Plan (“SROAP”) recommendations.

Mandate

2. The Committee is directed to:
 - a. champion the Service Review Implementation Opportunity Action Plan;
 - b. provide input on operational policy direction and expectation setting, including time frames and priority selection to align with practices, procedures, and organizational framework;
 - c. assist with developing the annual Service Delivery Review Project Status Update Report to be provided to Council, generally in concert with the annual budget process;
 - d. monitor implementation of timelines to ensure that deadlines and targets are on track to be met;
 - e. undertake financial accountability and oversight to ensure that the costs incurred, anticipated, or projected are identified and addressed in a timely manner and throughout the process;
 - f. review and provide input on communications to Council/staff/public, including early messaging regarding any changes required to the plan/project;
 - g. review the SROAP Work Plan to ensure that responsibilities and priorities are scheduled and fully addressed; and
 - h. undertake other responsibilities delegated by Council from time to time with regard to the implementation of the SROAP.

Goals and Objectives

3. The SROAP Work Plan should be achievable during the current term of Council.

Composition

4. The Committee will consist of four (4) members of Council as follows:
 - a. the Mayor;
 - b. the Chair or Vice Chair of the Community Services Committee, or another Council member selected by the Community Services Committee;
 - c. the Chair or Vice Chair of the Corporate Services Committee, or another Council member selected by the Corporate Services Committee; and
 - d. the Chair or Vice Chair of the Operations Committee, or another Council member selected by the Operations Committee.
5. The chair of the Committee will be chosen by the members at the first meeting of the Committee using the Clerk's procedure in effect at the time.

Term

6. The Committee will begin on February 1, 2024, and will expire on November 14, 2026.

Reporting

7. All agendas and minutes of the Committee will be posted on the [City's website](#). Minutes will be provided to Council for approval.
8. The SROAP Work Plan will be presented to Council for consideration and approval.

Meetings

9. Meetings will be held every other month on the second Wednesday at 9:00 a.m. Meetings will not be held in July or August. Meetings may also be held at the call of the chair.
10. Meetings will be conducted in accordance with the City's Procedural By-law in effect at the time of the meeting.

Delegated Authority

11. The Committee does not have any decision-making capacity or delegated authority, except to direct staff to assist with administrative support, including the gathering of information and resource materials to assist the Committee to achieve its mandate.

Remuneration

12. The members of the Committee, including the chair will not receive remuneration beyond the remuneration they receive as a member of Council.

Staff Resources

13. The Staff Liaison is the Senior Manager, Strategic Initiatives and Operational Effectiveness.
14. The Committee will be supported by the Strategic Leadership Team and a recording secretary.