



Effective Governance & Oversight

TASK FORCE

TERMS OF REFERENCE

OFFICE OF THE CITY CLERK
City of Vaughan, City Hall
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1





Effective Governance and Oversight Task Force



TERMS OF REFERENCE

MANDATE/OBJECTIVES

MANDATE:

The City of Vaughan Effective Governance and Oversight Task Force has an overall mandate to make recommendations that ensure the City is at the forefront of accountability, transparency and regulatory governance. This includes exploring how the City of Vaughan can further enhance its governance framework; improving City Council's decision-making processes and procedures; and clarifying roles and responsibilities.

OBJECTIVES:

The task force will:

1. serve as a forum of discussion for residents, businesses, stakeholders, academia and governance thought leaders regarding governance in the municipal sector.
2. discuss ways to improve City Council's core decision-making processes and procedures.
3. examine how Council can best discharge its fiduciary duty to the citizenry.
4. define the roles and relationships between Council and the Administration, and clarify the roles of oversight versus operations.
5. align the work of the task force members with the Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan.

The task force shall develop recommendations on the following key objectives:

1. Identify areas of opportunities related to corporate governance and accountability and recommend possible solutions including exploring the concepts of:
 - a. efficient, effective and transparent decision-making.
 - b. Council report management, processing and timing.
 - c. dissemination and timing of information between Members of Council and City staff.
 - d. enhancing the partnership and consultation between Members of Council, staff and stakeholders.
 - e. outlining the Corporation's governance structure.

2. Identify opportunities to leverage partnerships and opportunities with relevant parties, including York Region, other local municipalities, other levels of government, and the non-profit sector and academia, to:
 - a. achieve objectives of the Effective Governance and Oversight Task Force.
 - b. contribute to areas of common interest aligned with the results identified in the City's Citizen Satisfaction Survey, Employee Engagement Survey, Internal Audit Governance and Accountability Report, Anonymous Reporting System results, and the 2018-2022 Term of Council Service Excellence Strategic Plan.
3. Identify and make recommendations related to gaps in the Corporation's governance structure.
4. Develop a fulsome exposition of the separation and distribution of municipal decision-making powers, including those defined in legislation or regulation.

TERM

The Effective Governance and Oversight Task Force shall submit its findings and recommendations for review no later than April 2021.

MEMBERSHIP

1. The task force membership shall be composed of the following:
 - a. A maximum of two (2) Council members.
 - b. A maximum of nine (9) individuals that have expertise in public administration, along with representation from the post-secondary and civic leadership sectors.
 - c. Mayor Maurizio Bevilacqua will serve as an ex-officio member of the task force.
2. Members are to be appointed by Council. Any changes to the membership will require Council approval.

MEETING PROCEDURES

The proceedings of the task force are to be governed by the City's Procedural By-law.

AGENDAS AND REPORTING

1. Agendas shall be prepared by the Office of the City Clerk in consultation with the task force Chair.
2. Agendas shall be posted on the City's website one week prior to the scheduled date of meeting, or as soon as practicable.
3. After each meeting of the task force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.
4. Following the conclusion of the mandate of the task force, a report of recommendations will be brought to Council for further consideration.

MEETINGS

1. Meeting dates will be determined at the first meeting of the task force. The task force may meet on the schedule determined, or at the call of the Chair.
2. Meetings will be held every other month or as needed throughout the course of the task force term, except for July and August where no meetings will be scheduled.
3. The Chair of the task force may call special meetings.
4. All regular meetings will be held at Vaughan City Hall located at 2141 Major Mackenzie Dr., Vaughan.
5. Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

NOTICE OF MEETINGS

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

QUORUM

1. A majority of members, including the Chair, shall constitute quorum.
2. Ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the task force, but will be counted as a member present when in attendance.

STAFF RESOURCES

The role of staff is to act as a resource to the task force, but not to be members of the task force, or to deliberate or draft the findings of the task force. The following staff will provide advisory and technical support specific to the mandate and objectives of the task force:

1. The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the providing of procedural advice, the recording of proceedings of the task force and distribution of reports.
2. Corporate and Strategic Communications will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the task force report.
3. An additional two (2) staff with subject matter expertise will be assigned to support the work of the task force.
4. The task force can be provided with additional administrative and/or technical support at the discretion of the appropriate administrative portfolio(s) or department(s).

AUTHORITY

The task force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. Any request for expenditures determined by the task force for the sole purpose of conducting the business or work of the task force shall be forwarded to Council for consideration and approval.

The task force may not direct staff to undertake activities without authority from Council.

AMENDMENT/EXPANSION OF TERMS OF REFERENCE

Only Council can approve any amendment and/or expansion of the Terms of Reference.