

# **Township of Douro-Dummer Service Delivery Review Implementation Committee Terms of Reference**

## **1. Purpose and Functions**

The purpose of the Committee is to discuss, provide comments, advice and make recommendations to Council to assist in steering staff with the directions of the Service Delivery Review.

The following will be under discussion and for review of the deliverables to be obtained by the Committee;

- Review and discuss service delivery recommendations and look into any areas that the Committee and/or Council is not satisfied with.
- Develop/ approve Service Delivery Project Status Update Reports to be provided to Council.
- Assist in change management strategies to support new changes and the effects to the organization, and associates of the Township and work in partnership with HR Committee and others on change management strategies.
- Monitor and assist in the implementation the service delivery review deliverables set out by the consultants and approved by Council and ensure timelines are being met.
- The Committee has no ability to make changes regarding the allocation of budget without consulting the Township Treasurer or designate in advance, prior to making recommendations for Council's consideration.

## **2. Committee Membership**

2.1 This Committee is a working Committee and will be on a voluntary basis. The Committee will consist of the following members:

Township CAO  
Township Clerk  
One (1) – member of Council  
Two (2) – members of senior management team  
Two (2) – members of non-management staff team  
Any future Project Manager who may be added to the staff complement

A Council representative will be determined by Council. Members will be voted by Council on an annual basis.

### **3. Authority of the Committee & Available Resources to the Committee**

- 3.1 The Committee is a Working Committee and does not have any delegated authority.
- 3.2 Resources available to the Committee;
  - 3.2.1 Copies of the service delivery report – electronic version available
  - 3.2.2 Zoom – Committee members will have access to use the Townships Zoom account for the purposes of meeting. Permission must be given by the Townships Zoom Administrator for additional Committee uses
  - 3.2.3 Township Office Meeting Rooms – rooms will be available for in person meeting if required – rooms must be scheduled and approved by township staff in advance

### **4. Officers**

- 4.1 The Chair of the Committee shall be the member of Council appointed to the Committee.
- 4.2 The Chair is responsible for ensuring the effective operation of the Committee. Specific duties of the Chair include, but are not limited to:
  - a) calling meetings to order;
  - b) conducting Committee business in accordance with these Terms of Reference and the Township's Procedural By-Law;
  - c) maintaining regular communications with appropriate Township staff;
  - d) acting as spokesperson and representing the Committee when necessary.
- 4.3 The Committee shall elect from their members a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or otherwise unable to act, and who shall hold office for a period of one year the term and is eligible for re-election.
- 4.4 The Township Clerk or their designate shall be the secretary to the Committee, who shall:
  - a) administer correspondence of the Committee;
  - b) in consultation with the Chair, produce and circulate an agenda as per the Township of Douro-Dummer Procedural By-law;

- c) record minutes of every meeting of the Committee.

## **5. Remuneration**

- 5.1 No additional remuneration shall be given for sitting on the Committee.

## **6. Conflict of Interest**

As outlined in the Municipal Conflict of Interest Act, as amended, where a Council member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting in which the matter is being considered, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) not take part in any discussion of, or vote on any question in respect of the matter;
- c) not attempt in way whether before, during or after the meeting to influence the voting on any such question; and
- d) leave the meeting or the part of the meeting during which the matter is under consideration

## **7. Committee Meetings**

- 7.1 Meetings shall be scheduled at the call of the Chair a minimum of once a quarter.
- 7.2 A quorum is required for a meeting to be held.
- 7.3 Additional meetings shall be scheduled on an as needed basis at the call of the Chair.

## **8. Amendments**

- 8.1 Amendments to the Terms of Reference can only be made by Council.
- 8.2 If the Committee wishes to review the Terms of Reference they may do so at any time and make recommendations to Council regarding proposed amendments.