



Legislation Text

File #: CM-20-019, **Version:** 1

TAMRMS#: B06

Operation Review

Notice given by: Mayor Heron

PURPOSE OF REPORT

The purpose of this report is to present a motion for which Mayor Heron gave notice on May 30, 2020.

PROPOSED MOTION(S):

That the 21 day advance notice period for a notice of motion be waived in accordance with Section 23.8 of Procedure Bylaw 3/2018.

1. That an independent third party Operational and Fiscal Review be undertaken with the objectives of:
 - (a) Identifying long-term, sustainable expense management solutions to ongoing budget challenges; and
 - (b) recommending measures to provide quality, affordable municipal programs and services in the most efficient and effective manner while maintaining responsible taxation.

That the review be carried out in two phases,

- (a) Phase One, focusing on the following services to the public and corporate functions: Community Services, Economic Development, CAO Office, Recreation & Parks, Transit, Strategic Services and Environment to be completed by October 31, 2020 so that any recommendations arising from it may be considered by Council in establishing the 2021 operating and capital budgets; and
 - (b) Phase Two, focusing on the following services to the public and corporate functions: Planning & Development, Legal & Legislative Services, Utilities, Financial Services, Engineering Services, Public Works, emergency Services and Human Resources & Safety to be completed by June 30, 2021 so that any recommendations arising from it may be considered by Council in establishing the 2022 operating and capital budgets.
2. That the review will, at a minimum:

- (a) consider “what” services the City provides and “how” the services are provided, emphasizing "what" services and programs the City should deliver or can afford to deliver and at "what" level or standard of service; and
 - (b) identify alternative service delivery methods and opportunities that have the potential to result in expenditure reductions.
- 3. That the Internal Audit Steering Committee (IASC) be tasked with selecting the party to conduct the review after a competitive procurement process, and thereafter providing governance oversight to that party including vetting their findings and recommendations and providing those findings and recommendations to Council from both Phase One and Phase Two together with the IASC’s own comments as deemed appropriate by the IASC.
- 4. That the CAO present to Council for approval the proposed scope of review and deliverables to be included in the request for proposals, prior to initiating a competitive procurement of external management consulting services to conduct the review.
- 5. That the remainder of the money allocated for the Internal Audit Committee (approx. \$160,000) be reallocated as well as any money previously approved in the budget for internal service reviews (approx. \$100,000) be used to fund this initiative. The remainder of the funds up to \$700,000 come from the Stabilization Reserve.

Report Date: June 1, 2020
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Chief Administrative Officer: Kevin Scoble