



COUNCIL REPORT

Report Date: April 10, 2024
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Meeting Date: April 24, 2024
[Submit comments to Council](#)

TO: Standing Committee on City Finance and Services
FROM: City Manager
SUBJECT: Mayor's Budget Task Force Implementation Committee – Terms of Reference

Recommendation

THAT Council approve the proposed Terms of Reference for the Mayor's Budget Task Force Implementation Oversight Committee as attached in Appendix A.

Purpose and Executive Summary

At its Regular Meeting on January 23, 2024, Council received the final report from the Mayor's Budget Task Force (the "Task Force") and resolved to establish an Implementation Oversight Committee to monitor progress on implementation of recommendations set out in that report. The resolution also contemplated that the Mayor's Office and City Manager would develop draft terms of reference for the Committee for Council's consideration.

The recommended Terms of Reference for the Mayor's Budget Task Force Implementation Oversight Committee (the "Committee") are attached as Appendix A.

Council Authority/Previous Decisions

The following resolution was adopted by Council on January 23, 2024:

THAT Council receive the Mayor's Budget Task Force Report (January 2024) for information and thank the Task Force members for their diligence and commitment to this vitally important matter;

FURTHER THAT Council convene an Implementation Oversight Committee (Type D advisory body) to explore the recommendations outlined in the Task Force Report noted above and bring recommendations for implementation back to Council, with Terms of Reference to be determined by Council in coordination with the Mayor's Office and the

City Manager; AND

FURTHER THAT the Implementation Oversight Committee prioritize transparency by bringing recommendations back to public meetings and ensuring opportunities for the public to be heard.

Context and Background

In its final report presented to Council in January 2024, the Mayor’s Budget Task Force set out a series of 17 recommendations for Council to address the short- and long-term fiscal challenges facing the City of Vancouver. In its report, the Task Force also urged Council to establish a committee to oversee the implementation of the above-referenced recommendations.

In accordance with the suggestion from the Task Force, Council resolved to establish an Implementation Oversight Committee to support and monitor work arising pursuant to the Task Force recommendations. Council further determined that the Committee would be a Type D advisory committee with a mandate to make recommendations to Council regarding the implementation of specific actions arising out of the Task Force report.

Discussion

As directed by Council, the City Manager and the Mayor’s Office staff have developed for Council’s consideration the proposed Terms of Reference for the Committee. The proposed Terms of Reference are attached as Appendix A.

The Terms of Reference contemplate that Council will appoint three members to serve as voting members of the Committee. The Terms of Reference also provide that the Deputy Chief of Staff to the Mayor will participate on the Committee as a non-voting member. The Committee will receive support from the City Manager, the General Manager, Finance, Risk and Supply Chain and other staff as required.

The proposed Terms of Reference defines the mandate for the Committee as comprising the following two primary activities:

- i. Recommend to Council a phased action plan for implementation of the recommendations from the Mayor’s Budget Task Force; and
- ii. Monitor progress on the action plan.

As a Type D advisory committee, the Committee is accountable to Council and is not empowered to exercise any authority on behalf of Council.

Financial Implications

There are no financial implications associated with the establishment of the Committee. The activities of the Committee will be supported within existing staff resources and approved operating budgets.

City of Vancouver Budget Task Force Implementation Oversight Committee
Terms of Reference, Draft for Discussion
Last Updated: February 21, 2024

1. Context and Background

In April 2023, Vancouver City Council established the Mayor's Budget Task Force. This Task Force undertook focused, intense work for a period of eight months, culminating in the [January 2024 City of Vancouver Mayor's Budget Task Force Report](#) (referred to in this document as the Task Force Report).

On January 23, 2024, Council received this report for information, via the following resolution, which passed unanimously.

THAT Council receive the Mayor's Budget Task Force Report for information and thank the Task Force members for their diligence and commitment to this vitally important matter;

FURTHER THAT Council convene an Implementation Oversight Committee (Type D advisory body) to explore the recommendations outlined in the Task Force Report and bring recommendations for implementation back to Council, with Terms of Reference to be determined by Council in coordination with the Mayor's Office and the City Manager;

AND FURTHER THAT the Implementation Oversight Committee prioritize transparency by bringing recommendations back to public meetings and ensuring opportunities for the public to be heard.

2. Mandate

The City of Vancouver Budget Task Force Implementation Oversight Committee (BTFIOC) is mandated to evaluate and oversee the implementation of some or all of the recommendations in the January 2024 City of Vancouver Mayor's Budget Task Force Report (referred to in this document as the Task Force Report). The BTFIOC makes recommendations to City Council to support Council decisions concerning this work.

The work of this Committee is generally in service of enhancing the City's fiscal health, and the effectiveness, transparency and accountability of the City's budgeting and financial management processes.

3. Key activities

The key activities of the BTFIOC are as follows:

- a. **Develop an Implementation Action Plan.** In consultation with the City Manager, recommend to Council a phased Budget Task Force Implementation Action Plan, that includes an evaluation of each recommendation as to whether/when it should be implemented, taking into consideration for each recommendation – among other

factors – anticipated impact, resource requirements, complexity, and prioritisation vis-à-vis current Council priorities.

- b. **Monitor progress.** Through the City Manager, monitor the progress of the Implementation Action Plan and regularly report progress to City Council.

4. Authorities

- a. As a City of Vancouver Type D Advisory Committee, the BTFIOC's role is strictly advisory, and is not empowered to independently make decisions.
- b. The Committee is accountable to Vancouver City Council, and shall adhere to the relevant rules pertaining to Type D Advisory Committees.

5. Committee membership

- a. The BTFIOC will consist of three (3) Councillors, appointed by Council. The Deputy Chief of Staff to the Mayor will also attend the Committee as a non-voting member.
- b. The Committee will determine chairperson via vote at their initial meeting.
- c. The Committee will receive support from the City Manager, the General Manager of Finance, Risk and Supply Chain Management, and other staff as required.

6. Meeting frequency and quorum

- a. The Committee shall meet on a regular basis, as determined by the Chairperson, at a frequency appropriate for the effective oversight and monitoring of the implementation process.
- a. The quorum for a meeting shall be a majority of the voting members.
- b. Meetings may be conducted in person, virtually, or through teleconferencing facilities.

7. Reporting and communication

- a. The BTFIOC will submit progress reports and recommendations to Council at regular intervals.

8. Committee term

- a. The Committee's term of operation will be two (2) years, commencing from the adoption of this report. This timeframe can be extended or revised based on the Committee's progress, or as directed by the Mayor and City Council.
- b. Upon successful completion of the implementation plan or when the Committee's objectives have been achieved, the Committee shall be dissolved by Council.

9. Terms of reference amendments

These Terms of Reference may be amended by Council if necessary to accommodate any changes in circumstances or requirements.