



Committee Terms of Reference

Service Efficiency/Effectiveness Review Committee

Effective Date:	January 1, 2018.
Review:	Annually
Revised:	
<p>The Committee's purpose is to be responsible for undertaking and managing reviews of Cariboo Regional District Services to ensure that they are efficient, cost effective and providing value to the taxpayers of the Cariboo Regional District.</p>	
Members:	<p>The Service Efficiency/Effectiveness Review Committee shall consist of seven CRD Board members. The Chair and members of the Committee are at the pleasure of the CRD Board Chair and will be appointed in January of each year. Quorum is majority of members.</p>
Staff:	<p>The Manager of Finance will provide support to the Committee, and the Deputy Corporate Officer or designate will be responsible for agendas and minutes.</p>
Duties:	<p>The Committee's responsibilities include:</p> <ul style="list-style-type: none"> - Developing a schedule of services to be reviewed on a regular basis. The purpose of the review, in general, will be to: <ul style="list-style-type: none"> - Examine the current status of service funding and delivery; - Compare and contrast existing service levels to the original intent and any Board direction or policies. - Work with Staff in the development of reports to go to the Board - Work with Staff on developing recommendations to improve service delivery with a focus on efficiency, cost effectiveness and meeting the public need. - Work with Staff in determining whether a more intensive third party review should be recommended to the Board. - When a third party review is undertaken, work with Staff in the development of the appropriate terms of reference and act as the Steering Committee for the project. <p>Minutes of meetings will be recorded and kept by CRD staff and approved by the Committee.</p>
Duties of the Chair:	<p>Duties of the Chair include liaising with staff, agenda development, and facilitation of meetings.</p>