



<i>Title:</i>	<b>Terms of Reference – Red Hill Valley Parkway Inquiry Working Group</b>		
<i>Document #</i>	COH-G-RHVPI-001	<i>Document Level</i>	Level I
<i>Issue #:</i>	1	<i>Issue date</i>	January 2024

## 1 PURPOSE / MANDATE

The purpose of the Red Hill Valley Parkway Inquiry Working Group is to address the recommendations detailed in the Report of the Red Hill Valley Parkway Inquiry, authored by the Honourable Mr. Justice Herman J. Wilton-Siegel on November 29, 2023. The formation of this Working Group aligns with the recommendation approved by Council per Report PW23029a to establish an interdepartmental Working Group, under the leadership of the Public Works Department.

## 2 OBJECTIVES

The objectives of the Working Group are as follows:

- Prepare for and respond on behalf of the City to the recommendations outlined in the Report of the Red Hill Valley Parkway Inquiry conducted by the Honourable Mr. Justice Herman J. Wilton-Siegel on November 29, 2023.
- Ensure that the Action Plan effectively addresses the findings of the Inquiry and the Commissioner's recommendations, with a focus on preventing any future incidents of non-disclosure of significant information to Council.
- Deliver an initial progress update to the General Issues Committee by March 31, 2024, regarding the establishment of the Working Group and the associated Action Plan.
- Provide bi-annual updates to the General Issues Committee to report on the status of the Action Plan.
- Provide direction on the approval and implementation process for standardized policies and procedures to ensure appropriate endorsements and execution.

## 3 MEMBERS

<b>Sponsor</b>
City Manager
<b>Champions</b>
Senior Leadership Team
<b>Chair</b>
Director, Corporate Asset Management / Manager, Departmental Programs & Initiatives

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### Working Group Members

Director, Human Resources Systems & Operations [City Manager's Office]

Director, Information Technology [Corporate Services]

Director, Strategic Initiatives [Healthy and Safe Communities]

Director, Transportation Planning and Parking [Planning and Economic Development]

Director, Engineering Services [Public Works]

Director, Transportation [Public Works]

Office of the City Clerks

### Consultation and Support

Legal Services

## 4 FUNCTIONS OF THE WORKING GROUP

### 4.1 Sponsor

- Review and approve the Action Plan and submissions to Council.
- Active and visible engagement at every stage of the process.
- Promote the progress of the Working Group and assist in the elimination of obstacles.

### 4.2 Champions

- Contribute insights and guidance for the creation of an Action Plan that aligns and maintains consistency with the City's priorities, and Council's direction.
- Initial point of contact for the Working Group. Champions will determine when Sponsor involvement is required.

### 4.3 Working Group Members

- Review and prepare a response to the recommendations outlined in the Report of the Red Hill Valley Parkway Inquiry conducted by the Honourable Mr. Justice Herman J. Wilton-Siegel on November 29, 2023.
- Consolidate requirements for the creation of an Action Plan that aligns and maintains consistency with the City's priorities, Senior Leadership Team, and

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Council's direction.

- Implement Action Plan and validate that actions have been put in place.
- Ensure compliance of implemented actions and measures and that they adhere to established standards and regulations.
- Monitor the progress of the Action Plan and related action items and escalate as required.
- Share and communicate information within their respective departments/divisions as needed.
- Develop and review policies, procedures, and other relevant documents necessary for the implementation of the Action Plan.
- Collaborate with other inter-departmental working groups as necessary.
- Ensure that outcomes from the Working Group are reviewed by Legal before communication to Council.
- Participate in Working Group meetings and ensure attendance with an alternate if unavailable.
- Identify and provide required direction to additional staff resources or subject matter experts, as needed, for the implementation of action items.

## 5 MEETING AGENDA AND ACTION ITEMS

The Chair of the Working Group shall prepare and share the agenda with the Working Group, in advance of the meeting. New items can be added to the agenda by contacting the Chair.

Decisions and action items identified in the meetings will be communicated through email or shared using the [dedicated Microsoft Teams channel](#) for the Working Group.

Action items related to the Action Plan will be identified and tracked in the [RHVPI Action Plan](#), along with the associated owner and due date. Leads for the Action items are responsible for ensuring that the Action Plan is updated with the latest status of the action item.

Action items will be considered complete upon agreement of the Working Group members and endorsement by the Senior Leadership Team. Incomplete action items will be regularly reviewed by the Working Group and escalated as necessary to the Chair.

The Public Works Department shall provide administrative support including staff for meeting preparation such as agendas and control of the Action Plan.

The [dedicated Microsoft Teams channel](#) for the Working Group will be used to host all

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relevant resources for the working group.

## **6 REPORTS TO COUNCIL**

The Information Report to Council will be co-authored by the members of the Working Group. The Working Group members will participate as required in presentations to Council, based on the items being presented.

## **7 APPROVAL / AUTHORITY**

Working Group recommendations will be documented and approved by the City Manager and Senior Leadership Team and submitted to Council via information updates. Decisions and responses will be recorded and shared with the Working Group members.

## **8 MEETING SCHEDULE**

The Working Group shall meet weekly during Q1 2024. The frequency of meetings will be amended to bi-weekly or monthly as needed, at the discretion of the Chair.

## **9 QUORUM**

Attendance of Working Group Members or their designates is mandatory for all the meetings.

## **10 AMENDMENTS TO THE TERMS OF REFERENCE**

The Terms of Reference will be reviewed as needed at the direction of the Senior Leadership Team, and/or Council. Any amendments, deletions, or additions to this guideline must have the consensus of the total committee. Any amendments will be set out in writing and forwarded to the appropriate parties.