

TERMS OF REFERENCE

CORPORATE SERVICES COMMITTEE

Composition:

The Corporate Services Committee shall be comprised of Members of Council. The appointments of Chair and Vice-Chair shall be determined annually by Council.

General Scope of Responsibility:

1) Consider and make recommendations to Council on program standards and funding for effective and efficient delivery service of Administration, Recreation, Finance and Human Resources. The Committee is also responsible for reviewing and making recommendations to Council regarding submissions received from the Township's Emergency Management Coordinator.

2) Review, consider and make recommendations to Council on any matters pertaining to policy development and policy change which has an effect upon the functions of the Committee.

3) Review, consider, and make recommendations to Council on any matters pertaining to policies of any nature which affects the municipalities operations beyond the specific, defined jurisdiction of other Committees.

4) Receive from other Committees and/or staff such reports as the Corporate Services Committee may require for purposes of reviewing the existing political or administrative structure or for formulating recommendations to Council.

5) Report in a timely fashion all matters connected with the responsibilities under the purview of the Committee and recommend to Council such action including all by-laws as the Committee may deem necessary.

6) Review, consider, and make recommendations to Council on any matter involving organizational structure related to the functions outlined in 1) above, and political or administrative communications and reporting.

7) Review on an ongoing basis the expenditures and revenues of each Department, relevant board, or agency within the scope of the Township's mandate, to monitor adherence to budget approvals and to receive such reports on budget variances or potential variances as may be deemed desirable.

8) The Department Head shall submit reports and recommendations pertaining to matters within the Corporate Services Committee jurisdiction and Committee shall make recommendations to Council on such matters.

Note: The Chair shall have authority to add functional responsibility to the Committee in the event of special projects or service shifts.