



## **Public Finance and Administration Committee**

### **Terms of Reference**

#### **1.0 Composition:**

The Public Finance and Administration Committee shall be comprised of members of Council and members of the general public.

The number of members and the appointments (including the appointments of Chair and Vice Chair) shall be determined annually by Council. Vacancies will be filled by Council as appropriate.

The Public Finance and Administration Committee shall meet monthly, at 1:00 pm in Council Chambers with the exception of July, August and December.

#### **2.0 General Scope of Responsibility**

1. Consider and make recommendations to Council on program standards and funding for effective and efficient service delivery of Administration, Treasury, Human Resources and Information Technology.
2. Review, consider and make recommendations to Council on any matters pertaining to policy development and policy change which has effect upon functions of the Committee, as noted in 1. above.
3. Review, consider, and make recommendations to Council on any matters pertaining to policies of any nature which affect the Township operations beyond the specific, defined jurisdiction of other committees.
4. Receive from other committees and/or staff such reports as the Public Finance & Administration Committee may require for purposes of 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 the action.
6. Review, consider, and make recommendations to Council on any matter involving internal (staff and Council) as well as the public communications and reporting.

7. The Committee will also be responsible for reporting to Council on a number of non-Township Committees as per the appointment by Council of Councillors or members of the public to such Committees.
8. The Committee is responsible for the dissemination and conveyance of information specific to Township services related to the Public Finance and Administration Committee to agencies, boards, external organizations and the general public through staff direction.
9. The Presiding Officer shall have authority to add functional responsibility to the committee in the event of special projects or service shifts.
10. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
11. The Committee shall consist of the following:
  - a. 2 Council members and 3-4 members of the public.
  - b. If the Mayor is not a member of the committee, he/she will be ex-officio
12. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
13. The Public Finance and Administration shall make recommendations to Council, all draft committee minutes shall be forwarded to Council for acceptance.
14. Any item that is urgent in nature shall be brought forward directly to Council.