

APRIL 9, 2025

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-024-2025

**CORPORATE SERVICES AND FINANCE COMMITTEE
TERMS OF REFERENCE AND MEMBERSHIP**

**ANDREA BOLTON
INTERIM COUNTY CLERK**

RECOMMENDATIONS

THAT the Committee of the Whole recommends the approval of the Terms of Reference for the Corporate Services and Finance Committee as attached to Report No. CW-024-2025; and

THAT the Committee of the Whole recommends four members of Council and the Warden be appointed to the Committee for the years 2025 and 2026; and

THAT the Committee of the Whole recommends By-law 24-91, Being a By-law to Appoint Members to Various Boards and Committees for the Years 2025-2026 and to Adopt Terms of Reference, be amended.

FINANCIAL IMPLICATIONS

Council remuneration includes the three core meetings per month, the Joint Services Committee, the Committee of the Whole and Council. In addition, the remuneration covers up to two additional meetings held in the month. The Corporate Services and Finance Committee will impact remuneration for Councillors involved in more than these five meetings, at which point Councillors are paid a per diem for each meeting attended.

CLIMATE CHANGE IMPLICATIONS

Where possible reports are provided in a digital format to reduce the Counties carbon footprint.

ACCESSIBILITY CONSIDERATIONS

This report and the associated policy can be made available in alternate accessible formats on request. Meetings of the Corporate Services and Finance Committee will be livestreamed on the Counties' website with closed captioning.

COMMUNICATIONS CONSIDERATIONS

Agendas and minutes of the Corporate Services and Finance Committee will be posted on the Counties' website in accordance with the notice requirements set out in the Procedure By-law, and meetings will be livestreamed on the Counties' website.

BACKGROUND

At the end of 2024 Council established, adopted Terms of Reference, and appointed members to a Finance Committee. At the March 5, 2025 meeting of the Committee of the Whole, the Committee directed that the Finance Committee be dissolved and a Corporate Services and Finance Committee be created in its place. Staff were instructed to draft Terms of Reference for the new Committee, which was to have oversight of issues concerning Corporate Administration, Information Technology, Legal and Human Resources.

DISCUSSION/ALTERNATIVES

Staff met with the Warden in March to discuss and draft the attached Terms of Reference for the Corporate Services and Finance Committee. It is proposed the Committee, comprised of four members of Council and the Warden, meet monthly on the Wednesday of the third full week of the month, the day before Counties Council.

ATTACHMENTS

Draft Corporate Services and Finance Committee Terms of Reference

The report set out above has been reviewed and the information verified by the individuals listed below.

ANDREA BOLTON
INTERIM COUNTY CLERK

APRIL 2, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 2, 2025
DATE