

Corporate Services and Finance Committee

Terms of Reference

April 2025

1.0 Purpose of the Committee:

The purpose of the Corporate Services and Finance Committee is to make recommendations to the Committee of the Whole in relation to Corporate Administration, Information Technology, Human Resources, and Finance.

2.0 Membership

2.1 Length of Term

The term of the Committee is two years, with new members appointed by January in year one of the term of Counties Council and by January in year three of the term of Counties Council.

2.2 Members

The membership of the Committee will consist of five members of Counties Council, being the current Warden and four (4) other members of Counties Council.

3.0 Meetings

3.1 Appointing Chair and Vice Chair

The Committee will appoint a Chair and Vice-Chair at the first meeting of the Committee's term.

3.2 Meeting Schedule

The Committee will meet monthly on the Wednesday of the third full week of the month.

3.3 Notice of Meetings

Notice of Meetings will be given by posting the agenda on the Counties' website four calendar days prior to the meeting date.

3.4 Procedure By-law Applies

The Committee will follow accepted practices for municipal meetings as outlined in the Counties Procedure By-law.

4.0 Duties of the Committee

The Committee will make recommendations to the Committee of the Whole on the following on the following matters:

4.1 Corporate Administration

The Committee will make recommendations pertaining to Corporate Administration, including facilities, space needs, Corporate insurance, Counties-owned properties, leases, and review grant funding opportunities.

4.2 Information Technology

The Committee will make recommendations on issues relating to information technology including large scale investments, stakeholder consultation, policies and projects.

4.2.1 Large Scale Investments

The Committee will make recommendations on large-scale investments in information technology for use within the Corporation.

4.2.2 Policies and Projects

The Committee will make recommendations regarding policies and projects directly related to information technology.

4.3 Human Resources

With respect to Human Resources, the Committee will make recommendations regarding Human Resources plans and policies.

4.3.1 Human Resources Plans and Policies

The Committee will review and make recommendations on matters relates to corporate human resources plans and policies, including compensation, performance management, training and development, recruitment, retirement, employment equity and diversity initiatives, wellness, health and safety, and ongoing investigations and related legal costs.

4.4 Finance

With respect to Finance the Committee will make recommendations on the fulfillment of Council's oversight responsibilities relative to budgets, external audit requirements, asset management, internal controls, and compliance with financial regulations and policies.

4.4.1 Budget

The Committee will determine the annual schedule for the Capital and Operating Budget preparation and presentation and forward the recommendation to Council for approval. The Committee will also review draft operating and capital budgets before they are released to the Committee of the Whole or Council.

4.4.2 External Audit

Review the proposed terms of engagement, audit scope, and approach. Review the results of the audit including the Management Letter with the external auditors and management.

4.4.3 Asset Management

Review the Asset Management Plan and make recommendations to Committee of the Whole for stakeholder engagement strategies and work with staff to coordinate the update of the Asset Management Plan.

4.4.4 Internal Controls & Compliance

Review financial and fiscal policies, practices and procedures, and make recommendations to Committee of the Whole.

4.5 Other

The Committee will address any other matter as directed by Council or the Committee of the Whole.

5.0 Resources

The Clerk or Deputy Clerk will be responsible for support services including preparation of agendas, minutes and correspondence.

6.0 Remuneration

Remuneration for members of the Committee, is in accordance with the Council Remuneration By-law.