

# **Finance Standing Committee**

## **Terms of Reference**

The Finance Standing Committee is established in accordance with Section 141 of the Community Charter to provide governance and oversight of financial matters within The District of Saanich.

### **Mandate**

The Finance Standing Committee will, consistent with the purpose described above, undertake the following:

Review and make recommendations to council:

- Utility User Fees (Sewer & Water) as part of the annual budget process
- Recreation Rates including Cedar Hill Golf Course fees as part of amendment processes
- All other user fees as part of amendment processes
- Permissive tax exemptions policy
- Citizen and Business Surveys
- Grants Policy and budget as part of the annual budget process

Respond to Council requests for advice and information.

### **Reports**

- Receive summary of permissive tax exemptions (annually)
- Receive summary of contracts less than \$200,000 (quarterly)
- Receive summary of senior government grants requested and received (annually)
- Receive summary of Affordable Housing Fund Activity (annually)
- Receive summary of assessments of Saanich owned land (annually)
- Receive summary report of Municipal Claims (bi-annually)

### **Meetings**

The Finance Standing Committee will meet four times per year, in accordance with its regular schedule of meetings established annually at the first meeting of the year.

Special meetings will be held at the call of the Chair.

The meeting rules and procedures will be in accordance with the Council Procedures Bylaw.

## **Membership**

The Mayor will appoint four elected members of Council in accordance with Section 141 of the Community Charter, appointing one member of Council as Chair.

The Mayor will sit on the committee ex-officio unless self-appointed as Chair.

## **Staff Support**

The Administration, Finance, Parks & Rec and Corporate Services (IT) departments will provide the required professional support.

The Administration department will provide secretarial and administrative support.

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