

Finance & Governance Standing Committee

Terms of Reference

The Finance & Governance Standing Committee is established in accordance with Section 141 of the *Community Charter*. The Standing Committee will make recommendations to Council on items related to corporate governance and financial administration.

Mandate

In order to increase the transparency and financial sustainability of the District of Saanich, the committee will make recommendations on:

- Council and committee governance and meeting procedures
- Corporate and financial controls, policies and reporting
- Audit planning and compliance

The committee may engage the public, stakeholders and subject matter experts as necessary to develop its recommendations.

The Standing Committee may establish sub-committees or working groups to address specific issues of finance and governance of the District of Saanich (for example on community grants, code of conduct policy, advisory committees of Council, etc.).

Meetings

- The committee will meet at least four times per year and may hold special meetings as required at the call of the Chair.
- The agenda will be finalized in consultation between staff and the Committee Chair, and any Committee Member may request that a matter be placed on the agenda.
- The procedure for meetings will be held in accordance with Saanich's Council Procedure Bylaw.
- A quorum is a majority of the committee membership and is required to conduct committee business.

Membership

The Mayor will appoint four elected members of Council to the Finance & Governance Standing Committee. The Mayor will appoint a Chair.

Staff Support

The Administration and Finance Departments will provide the required professional support, noting that additional support may be required from relevant departments.

The Administration Department will provide secretarial and administrative support.