

Terms of Reference Finance, Audit & Personnel Standing Committee

The purpose of the Finance, Audit and Personnel Standing Committee is to advise Council and recommend policies on personnel, finance, purchasing, and information technology.

Mandate

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

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The Committee will consist of Council members as appointed by the Mayor, including one member of Council to serve as Chair also appointed by the Mayor.

Staff Support

The Administration, Finance, and Corporate Services Departments will provide the required professional support. The Administration Department will provide secretarial and administrative support.