



TERMS OF REFERENCE

Council Adoption: March 9, 2009
Amended: December 12, 2011

Standing Committee Name: *FINANCE AND ADMINISTRATION COMMITTEE*

Established: *December, 2007*

Purpose of Committee:

The purpose of the Standing Committee on Finance and Administration is to provide advice to Council on the District of Sooke's financial and administrative affairs.

Role of Committee:

The Committee will, consistent with the general purpose describe above, provide advice to Council on various financial and administrative matters including but not restricted to the following:

FINANCE:

- a. On an annual basis, the draft 5 year financial plan and provisional budgets;
- b. Property assessments, tax rates and permission tax exemptions;
- c. Contracts and agreements;
- d. Purchasing policies;
- e. Reserves;
- f. Fees and charges levied under the *Community Charter*;
- g. Insurance and risk management;
- h. General audit and accounting procedures.

ADMINISTRATION:

- a. Municipal hall operations;
- b. Administrative bylaws and policies

Membership:

- a. The committee consists of Five (5) members, appointed by the Mayor as follows:
 - Three (3) members of Council, including one to serve as Chair;
 - Two (2) public members
- b. The Mayor serves as ex officio member and the remaining three (3) members of Council are appointed as alternate members of the Committee to attain quorum in the event that quorum is not reached for a committee meeting.

- c. The following may serve the committee in a resource, non-voting capacity: Chief Administrative Officer, Corporate Officer, Director of Finance and other Management Staff as required.
- d. The Committee may choose a Chair to preside over its meetings from among its members.

Term: One (1) year in accordance with Policy No. 1.4.,
Committee Structure and Function Policy, 2006

Staff Support: Finance Department
Corporate Services

Meetings:

The Committee shall meet at the call of the Chair on the first Monday of every month. The *Community Charter* and the District of Sooke policies and bylaws shall govern the Committee.