

FINANCE - MUNICIPAL SERVICES COMMITTEE
Terms of Reference
December 2022

PURPOSE

The purpose of the Finance and Municipal Services Committee (The Committee) is to act as an advisory body and to make recommendations to Council relative to Council's policies and responsibilities in the following areas:

- 1) Town Budgets
- 2) Town Reports
- 3) Town Audits
- 4) C.A.D.C.
- 5) Chamber of Commerce, and
- 6) Police, Fire, Bylaw Enforcement, Transit, Humane Society, and Emergency Measures services.

AUTHORITY

The Finance and Municipal Services Committee is an advisory committee to Council and does not have delegated authority other than contained in these Terms of Reference.

COMMITTEE COMPOSITION

The Committee shall consist of three (3) members of Council, appointed by the Mayor, one of whom shall be appointed Chair, and one who shall be Deputy Chair as determined by the Committee. Two (2) committee members present for a meeting is quorum.

The Committee may establish Sub-Committees for the better transaction of the business of the Committee.

MEMBERS – DECEMBER 2022

Chairperson, Councillor Frizzell; Councillor Barnes; Councillor Herlihy.

STAFF ASSIGNMENT

Manager of Corporate Services or Designate.

The Committee shall not direct Town staff except through the Chief Administrative Officer, other than staff assigned to the Committee and such direction shall only be for the proper administration of the Committee.

MEETINGS

The first meeting of the Committee shall be determined by the Chair. The Committee shall further meet as determined by the Committee, at the Committee's first meeting, and determined by majority vote.

All meetings of the Committee are open to the public, but the Committee may, by resolution of the Committee, conduct all or a portion of any meeting *in camera* in accordance with section 9 of the Town of Cornwall *Procedural Bylaw* 2019-01.

A schedule of meetings shall be established by the Committee at the Committee's first meeting, and a minimum of four scheduled meetings shall be held per calendar year. Additional meetings may be called by the Chair as may be necessary.

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Minutes shall be approved at the next Committee meeting and shall be signed by the Chair when approved.

Minutes of all meetings, and any other documentation that may be necessary, for Council's proper consideration of any matter that is subject of a recommendation of the Committee, shall be distributed to all members of Council through the monthly Committee of Council meeting package.

RESPONSIBILITIES

The Committee will act in an advisory capacity and work in conjunction with Town staff to provide advice and present recommendations to Council on the matters below.

- 1) The draft Town Operating and Capital budgets before presentation to the Committee of Council; ensure public budget consultation requirements are carried out as required.
- 2) Town taxation rates.
- 3) Town fees and charges.
- 4) Internal and external financial reporting.
- 5) External audit results.
- 6) Compliance with financial regulations and policies.
- 7) Providing information and making recommendations regarding membership/involvement/participation in the CADC and the Charlottetown Area Chamber of Commerce.
- 8) Reviewing and making recommendations pertaining to police, fire, bylaw enforcement, transit, Humane Society services, and Emergency Measures planning; including level of service and budgetary recommendations.
- 9) Policy, bylaws and regulations that affect Town Financial matters.
- 10) Responsible for the following Bylaws:
 - a) Council Remuneration and Expenses Bylaw
 - b) General Borrowing Bylaw
 - c) Reserve Funds Bylaw
 - d) Tax Rate Groups Bylaw
 - e) Fees and Charges Bylaw
 - f) Grants and Contributions Bylaw
 - g) Emergency Measures Bylaw #212
- 11) Any other matters that may be referred to the Committee by Council from time to time.

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REPORTING:

Decisions of the Committee must be presented in the form of a recommendation to be referred to the Committee of Council for consideration and furtherance to Council for decision; recommendations will be noted in the Committee minutes.

The Committee may, by resolution, pass further Committee rules compliant with the Town of Cornwall Procedural Bylaw #2019-01 for the conduct of its meetings and business.

Mayor James M. Coats
Mayor

Dec. 21/22
Date

C. J.
CAO

Dec. 20/22
Date