

Terms of Reference – Finance Committee

Purpose

To provide Council with advice and recommendations on issues relative to financial issues, as outlined below, and as aligned with the Corporate Strategic Plan.

Mandate

The Committee will provide advice and recommendations to Council pertaining to Anmore's fiscal responsibilities with respect to:

- Operational and capital budgets, and amendments;
- Interim and annual financial information;
- Funding requests;
- External and internal audit reports;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

Membership

The Committee will consist of all (5) Council members, and two (2) volunteer members as appointed by Council. The Mayor will act as Chair. Volunteer membership is open to all residents and non-resident property owners of Anmore. The volunteer membership term is in effect from April 1, 2017 to March 31, 2019.

Committee Support

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

Meetings

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet monthly, or at the call of the Chair.

This Committee is authorized to hold a meeting In-Camera, at the discretion of the Chair.

Agendas and Minutes

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

Governance

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act*, *Community Charter*, *Anmore Procedure Bylaw*, and *Anmore Code of Conduct*.

