

Terms of Reference

Statement of Purpose

The four-year Budget Standing Committee will work on behalf of Council to address high level strategic budget and policy decisions.

The Committee will provide financial guidance and oversight from a broad perspective to assist and improve upon the City's budget process as well as short, medium and long-term financial planning.

Composition

The Budget Standing Committee will consist of the Mayor, Deputy Mayor and four City Councillors. The four Councillor representatives must be appointed by Council.

Term of Appointments

The Budget Standing Committee members will be appointed to a four-year term and the selection of the chair will be the responsibility of the committee. It is currently being operated as a three-year pilot and will be reviewed before the end of this Council term and recommendations will be made on how to proceed in the future.

Reporting Structure

The Budget Standing Committee reports to and provides recommendations that require approval from St. Catharines City Council. A Clerk and Committee Coordinator would need to be present at all of the meetings. Administrative support will be provided for minutes and agenda purposes. Additional staff resources, as required, will be made available to assist the committee with fulfilling its duties.

Schedule of Meetings

The Budget Standing Committee will meet every two months, or as required, throughout the year. Meetings are open to the public and agendas and minutes are publicly available. There will be proper public notification required.

Other

The Budget Standing Committee will have the following roles and responsibilities:

- Provide oversight and budgetary guidance for the City's annual Operating Budget.
- Review and make recommendations pertaining to the City's grants and rates and fees programs.
- Recommend to Council a budget process that allows for public consultation, comprehensive review of budget items, transparency and accountability.
- Assist with short, medium and long-term financial goals through multi-year budgeting.
- Ensure budget decisions are reflective of the goals outlined in Council endorsed strategies and plans such as, but not limited to, the City's Strategic Plan, Official Plan, and Recreational Master Plan.