

Report from Financial Management Services, Director

Date of Report: February 26, 2019

Date of Meeting: March 6, 2019

Report Number: FMS-B011-2019

File: 10.57.33

Subject: Approval of Updated Terms of Reference for Budget Standing Committee

Recommendation

That the revised terms of reference for the Budget Standing Committee, attached as Appendix 1, be approved.

Background

During the last term of Council, a Budget Standing Committee (BSC) was created as a pilot committee over the term. Now in a new term of Council, the BSC has been approved as a Committee of Council, and Council appointed members to the BSC at the meeting of December 10, 2018. An updated Terms of Reference (TOR) was needed to reflect the change of this committee from a pilot to a permanent committee.

Report

The 2018 to 2022 term of Council has approved the BSC as a permanent Committee of Council. The previous TOR has this committee as a pilot. Therefore, the TOR requires updating and approval. The updated TOR are attached as appendix 1.

The updated TOR includes two other changes. One is the composition of the committee. The other is an attendance provision. As proposed, if a Member misses three consecutive meetings or more than 50% of meetings in a calendar year, without cause acceptable to the Committee, the Committee will request that Council appoint a replacement Member. This mirrors the attendance requirements for advisory committees.

Financial Implications

There are no Financial Implications for this report.

Relationship to Strategic Plan

This report is not directly related to the Strategic Plan and is administrative in nature.

Prepared, Submitted and Approved by:

Kristine Douglas, Director Financial Management Services / City Treasurer

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 a maximum of six members, including the Mayor, Deputy Mayor and City Councillors, as appointed by a resolution of Council at the start of each term of 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.

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 at a minimum of every two months, or as required, throughout the year at the call of the Chair. 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 and Capital Budgets.
- 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.
- Review of the Capital Budget for Water and Wastewater
- Processes align with Council's Strategic Plan

If a Member misses three consecutive Meetings or more than 50% of Meetings in a calendar year, without cause acceptable to the Committee, the Committee will request that Council appoint a replacement Member.