



memorandum

DATE: February 12, 2015
TO: Mayor & Members of Council
FROM: Jeffrey A. Abrams
City Clerk
RE: Council Meeting – February 17, 2015
COUNCIL OFFICE EXPENDITURE 2015 BUDGET AND 2016-2018 PLAN
Item 4, Report No. 4 of the
Finance, Administration and Audit Committee Meeting – February 2, 2015

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Item #	4
Report No.	4 (FAA)
Council - February 17/15	

Recommendation

The City Clerk recommends:

1. That the attached Terms of Reference for the Council Budgets Task Force, be approved.

Background

At the Finance, Administration and Audit Committee meeting of February 2, 2015, the committee recommended that a task force be created to review the Council Office Expenditure Policy and report back by the end of 2015 for consideration in the 2016 budget.

Adoption of the attached Terms of Reference will implement the recommendation of the Finance, Administration and Audit Committee.

Respectfully submitted,


Jeffrey A. Abrams
City Clerk

Attachment:

- 1) Terms of Reference – Council Budgets Task Force

/rm



COUNCIL BUDGETS TASK FORCE TERMS OF REFERENCE

Mandate / Objectives

- 1) The Council Budgets Task Force is a sub-committee of the Finance, Administration and Audit Committee.
- 2) The Council Budgets Task Force will review the Council Office Expenditure Policy and report its findings to the Finance, Administration and Audit Committee by the end of 2015 for consideration in the 2016 Budget.

Term

The Council Budgets Task Force shall submit a report of its findings and recommendations by December 2015.

Membership

The membership shall be composed of the following Members of Council:

Regional Councillor Rosati
Councillor DeFrancesca
Councillor Iafrate
Councillor Yeung Racco

Meeting Procedures

The proceedings of the Council Budgets Task Force are to be governed by the City's Procedural By-law.

Agendas and Reporting

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting, or as soon as practicable.

After each meeting of the Committee, the City Clerk shall submit a report in the City's committee report format to the Finance, Administration and Audit Committee.

Meetings

Meeting dates will be determined at the first meeting of the committee. The committee may meet on the schedule determined, or at the call of the Chair.

Meetings are to be open to the public in accordance with the Municipal Act, 2001.

Notice of Meetings

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

Quorum

The majority of members, including the Chair, shall constitute quorum.

Staff Resources

The role of Staff is to act as a resource to the Council Budgets Task Force, but not to be members of the committee, or to deliberate or draft the findings of the committee. The following Staff will provide advisory and technical support specific to the mandate and objectives of the committee:

- Commissioner of Finance & City Treasurer
- Director of Budgeting & Financial Planning
- City Clerk

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the Council Budgets Task Force.

Authority

The Council Budgets Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The committee may not direct staff to undertake activities without authority from Council.

Amendment / Expansion of Terms of Reference

Only Council can initiate any amendment and/or expansion of the Terms of Reference.