

SAMPLE

Terms of Reference for all Committees for

The Town of _____

These Terms of Reference are to be considered in its entirety however where there is a CAO, Department Heads and their staff are utilized to carry out the research required and subsequently report back to the CAO who will then report back to the committee level.

Committee consists of two councillors where the complement of council is five and three councillors where the complement is seven. Where in the town's rules of procedures that the mayor is ex-officio of all committees, then he/she will be considered as a member of the said committee. As such, an alternate member may be added to replace any member not able to be present at the meeting.

Finance Committee:

1. Preparation of the annual budget. (The CAO, if one has been appointed, would be responsible for the budget preparation, but the Finance Committee would then review it and make recommendations to Council.)
2. Preparation of the five – year capital budget for recommendation to council.
3. Review of accounts payable for presentation to council.
4. Sporadic check throughout the year using random sampling of daily deposits with receipts. Cross reference of receipts to daily deposits ensure internal control of its financial operations. Check to ensure all receipts and deposits are uploaded in the municipal accounting system.
5. Review of monthly financial statements for presentation to council.
6. Supervision of the revenues and expenditures of the annual budget and responsible to ensure that budget allocations are adhered to.
7. Any other matters assigned by council pertaining to municipal finances.

Public Works Committee:

1. Consider and make recommendations to council on all matters of public works including streets, sidewalks, water and/or sewerage systems, municipal buildings and equipment.
2. Consider specifications for tenders or supplies, equipment, and all public works to consider such tenders after they have been opened by council, and to make recommendations thereon.

Recreation Committee:

1. To make recommendations to council on all matters of recreation programs and facilities.
2. To act as a liaison between council and a citizen's advisory committee on recreation.

Human Resources Committee:

1. To report to council and to make recommendations on all matters of administration including staff salaries, benefits, and working conditions.
2. If there is no CAO, to negotiate on behalf of council with the union (s) representing town employees, and to make recommendations to council for contract agreements.
3. If there is no manager, to approve the implementation of the terms of any union contract.