

## MUNICIPAL FINANCE & CORPORATE ADMINISTRATION STANDING COMMITTEE

### ***TERMS OF REFERENCE***

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#### **1. NAME**

- 1.01 This committee shall be named the Municipal Finance & Corporate Administration Standing Committee as per section 14.07 of By-law A-19: A Procedural By-law of the City of Fredericton Municipal Council.

#### **2. PURPOSE**

- 2.01 The purpose of the committee is to provide recommendations to Council on items related to the Corporate Efficiency and Sustainable Infrastructure program result areas as outlined in section 3.03 below and monitor the delivery of the services contained within those programs

#### **3. MANDATE**

- 3.01 The mandate of the committee is to ensure Council is guided by comprehensive, sustainable community planning and focussed economic growth, stability and prosperity and to support Municipal Plan Community Goals: Efficient & Sustainable.
- 3.02 General Duties under By-law No. A-19 section 14.11,
- a. Each Standing Committee shall carry out the duties assigned to it herein, and shall carry out such other duties as may from time to time be referred to it by Council.
  - b. Each Standing Committee shall provide stewardship, advice, and recommendations to Council with respect to the program(s) assigned to it and monitor the delivery of the services contained within the program(s).
  - c. Each Standing Committee may receive short and long-term plans, including the fiscal aspects thereof respecting municipal services and may develop policies for consideration by Council
- 3.03 Duties include:
- a. to monitor and support the delivery of the Corporate Efficiency and Sustainable Infrastructure programs and report any recommendations to Council;
  - b. in liaison with the City Treasurer, to receive and review the estimates of revenue and expenditures for the Corporation of the City of Fredericton;
  - c. to consider all requests for expenditures in excess of those provided for in the annual budget and report to the Council with recommendations;

- d. to make recommendations to Council on the insurance requirements of the City and on all matters regarding capital funding;
- e. to provide recommendations to Council on the development of short and long-term financial planning for the City; and
- f. to promote a co-ordinated strategic approach to technology and innovation projects across all City of Fredericton departments and divisions and their partners;
- g. To consider and provide recommendations regarding human resource policies, in particular relating to the Human Resources Tactical Plan.

#### **4. REPORTING**

- 4.01 This committee makes recommendations to Council-in-Committee or Regular City Council as appropriate.

#### **5. COMPOSITION**

- 5.01 The Council shall appoint a chairperson, vice-chairperson, and at least four (4) Members of the Council on the recommendation of the Mayor. These appointments shall be made after the Oath of Office of Council and midway through their term of Council.

#### **6. PROCEDURES**

##### **6.01 GUIDING PRINCIPLES:**

- (1) All Committee work will be carried out in accordance with the City of Fredericton Procedural By-law(s), the *Local Governance Act*, and other governing legislation and policies.
- (2) Serve and be seen to serve the welfare and interests of the City as a whole and the community at large in a conscientious and diligent manner and shall approach decision-making with an open mind.

##### **6.02 RESPONSIBILITIES OF THE CHAIR:**

- (1) Will ensure the Municipal Finance & Corporate Administration Standing Committee is acting in accordance with its approved mandate;
- (2) Shall attend regular meetings, preside at meetings, maintain order, and ensure meetings stay within allotted timeframes, communicate and cooperate with the City Clerks Office and appropriate Director to create the agenda and all other business items;
- (3) Will represent the Municipal Finance & Corporate Administration Standing Committee in the community;

- (4) Shall act as spokesperson/media contact or appoint a designate for this purpose.

#### 6.02 RESPONSIBILITIES OF THE VICE-CHAIR:

- (1) In the absence of the Chair, the Vice-Chair shall act as Chair;
- (2) If the Vice-Chair is not present, the Municipal Finance & Corporate Administration Standing Committee shall appoint an Acting Chair from among those members present.

#### 6.03 RESPONSIBILITIES OF COMMITTEE MEMBERS:

Members of the Committee shall:

- (1) Promote the Municipal Finance & Corporate Administration Standing Committee's purpose and mandate; and
- (2) Facilitate the gathering of information and advice for consideration by the Municipal Finance & Corporate Administration Standing Committee.

### 7. **GOVERNANCE**

- 7.01 Meetings shall be governed by by-law A-19 A Procedural By-law of the City of Fredericton Municipal Council (the Procedural By-law).

#### 7.02 VOTING:

- (1) Members of the Committee shall be voting members.
- (2) The Chair shall not be a voting member of the Committee except in the case of a tie. The Vice-Chair shall be a voting member, unless sitting as the Chair.

#### 7.03 RULES OF ORDER:

The "Bourinot's Rules of Order" shall apply to any process or procedure not covered under the Procedural By-law or these terms of reference.

#### 7.04 CONFIDENTIALITY AND PRIVACY INFORMATION:

The Municipal Finance & Corporate Administration Standing Committee shall abide by and act in accordance with the laws, policies and practices governing all matters related to confidentiality, privacy, and access to information and every Committee Member shall:

- (1) Respect the confidentiality of all matters discussed in a closed session of the Municipal Finance & Corporate Administration Standing Committee meetings and keep any information and documentation related thereto confidential, and
- (2) Respect and act in accordance with City of Fredericton policies governing the privacy and access to information to which one may acquire in the Municipality, as a committee member.

#### 7.05 CONFLICT OF INTEREST:

The Municipal Finance & Corporate Administration Standing Committee shall respect and act in accordance with City of Fredericton [By-law No. A-22, A By-law Establishing a Code of Conduct for Members of City Council of the City of Fredericton](#) and all appropriate policies and procedures governing conflict of interest.