

## Schedule A-4 – Standing Committee – Council Budget Committee

### TERMS OF REFERENCE



<b>Committee Name:</b>	<b>Council Budget Committee</b>
<b>Committee Type:</b>	Standing Committee
	Pursuant to By-Law 19-41, a Standing Committee is a Committee established by Council, comprised entirely of Members of Council, to carry out duties on an ongoing basis, as specified by Council.
<b>Reporting to:</b>	Elgin County Council
<b>Enabling Legislation/ By-Law (if applicable)</b>	By-Law 19-41 (Procedural By-Law), By-Law 23-01 (Council Committees By-Law)
<b>Staff Support:</b>	CAO/Clerk (or designate) and Director of Finance, other staff as required
<b>Department Linkage:</b>	Administrative and Financial Services
<b>Term of Appointment:</b>	1 year, Members eligible for reappointment
<b>Financial Impact:</b>	No additional staff resources required
<b>Meeting Frequency:</b>	1 full-day meeting will be held in November and 1 full-day meeting will be held in December each year. Additional meetings may be scheduled on an as-needed basis at the discretion of the Chair.
<b>Chair/Vice Chair</b>	Warden
<b>Skills/Qualifications</b>	Financial experience preferred
<b>Membership/Composition</b>	Elgin County Council shall appoint three (3) Members to the Committee. There will be a total of four (4) Members, including the Warden. The Warden will serve as the Chair of the Committee. Candidates will be recommended by the Warden and appointed by County Council.
<b>Mandate:</b>	The Budget Committee is a Standing Committee of Council established to deliberate on the Budget, which includes the future Capital and Current Programs for the County of Elgin.
<b>Objectives:</b>	<p>The Budget Committee shall:</p> <ul style="list-style-type: none"> <li>• Review and assess budget principles, allocations and related financials, providing advice to the Chief Administrative Officer and Director of Finance on the annual budget;</li> <li>• To receive presentations from each department, as required, on financial matters;</li> <li>• To evaluate the budgetary implications of proposals for new and substantially revised programs and services in advance of Council's budget deliberations</li> </ul>
<b>Link to Council's Strategic Priorities:</b>	Investing in Elgin – To make responsible financial decisions.
<b>Reporting Requirements:</b>	The Budget Committee will report to Council on an as-needed basis.
<b>Timeline for Completion of the Assigned Tasks:</b>	Ongoing
<b>Council Review:</b>	Annually