



Corporate Services Committee

Standing Committee of Council - Terms of Reference

As revised 2009

1. ESTABLISHMENT AND AUTHORITY

The Community Charter (Section 141(1)) provides that the Mayor may establish standing committees for matters the Mayor considers would be better dealt with by committee and may appoint persons to those committees. *Persons who are not Council members may be appointed to a standing committee but at least half of the members of a standing committee must be Council members.*

2. PURPOSE

The Corporate Services Committee is a standing committee of Council that examines reviews and makes recommendations to Council on issues of a financial and/or administrative nature. The public will have opportunity to discuss issues of concern with the Committee through the process of delegations and petitions at committee meetings. The Committee may refer issues to other standing committees of Council and may also seek input from other local governments and agencies to assist it in its mandate.

3. COMPOSITION

The composition of the Corporate Services Committee shall be:

3.1 Voting Members

The voting members shall consist of all members of Council and up to three members at large as appointed by the Mayor.

Non-elected appointees must conform to the rules of conduct for elected officials as set forth in sections 100 – 109 and 117, and 121 of the *Community Charter*.

3.2 Non-Voting Members

The following persons will participate in meetings of the Committee in an advisory capacity:

- Town Staff as designated by the Chief Administrative Officer;
- Clerical assistance for preparing agendas, organizing resource material and recording minutes.

4. APPOINTMENT AND MEMBERSHIP

4.1 Nominations

4.1.1 Appointments will normally be made prior to the first Committee meeting in each January.

4.1.2 One member of council will be appointed Chairperson of the Committee and one Councillor appointed Deputy Chairperson, normally at a regular meeting of Council in December each year.

4.1.3 For members at large, the Town may advertise or solicit nominations to the Mayor.

4.1.4 The Mayor may in any case decline to appoint a nominee and request further nominations.

4.2 Term and Termination

4.2.1 Members of the Committee shall serve at the appointment of the Mayor.

4.2.2 The appointment of any member of the Committee may be rescinded at any time by the Mayor and/or at the advice of Council as set forth in section in Section 144 of the Community Charter.

4.2.3 Members of the Committee must declare any conflicts of interest and remove themselves from the meeting until the matter is resolved.

4.3 Resignation and Absenteeism

4.3.1 A member may resign from the Committee on provision of written notice at a regular meeting of the Committee.

4.3.2 Any member who is absent from three consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee.

4.4 Remuneration

4.4.1 All members of the public appointed to the Committee are volunteers and shall serve without remuneration.

4.4.2 All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Director of Financial Services with prior approval of the Corporate Officer or designate.

5. LIMITATION OF THE DUTIES AND POWERS OF THE COMMITTEE

5.1 Authority

5.1.1 The Committee has no delegated authority from Council and is not empowered to approve Financial or Administrative matters.

5.1.2 The Corporate Services Committee is reminded that a Standing Committee of Council cannot direct staff to take any action contrary to existing Council Policies and Directives.

5.2 Responsibilities

The Corporate Services Committee is responsible to review all matters referred to the Committee related to:

- Corporate financial matters
- Departmental budgets,
- Financial plan
- Capital forecasting
- Financial policy and procedures
- Annual audited financial statements
- Monthly financial reports prepared by the Director of Finance
- Monthly ICBC and Driver Licensing reports prepared by the Director of Finance
- Administrative policy and procedures
- Insurance policies and issues concerning risk management
- Quality assurance of service provisions
- Website and information technologies
- Other issues as determined by the Chair

The Corporate Services Committee shall make recommendations and draft resolutions for consideration by Council.

Members at large shall provide the Corporate Officer with contact information including members' phone number(s), mailing and civic addresses and email address prior to the first Committee meeting to ensure materials are received prior to meetings.

6 MEETINGS

- 6.1 The Corporate Services Committee shall meet every fourth Tuesday of the Month at 9:00am in the Council Chambers, Town Hall.
- 6.2 The Chair of the Committee may call Special meetings as needed, subject to the provisions set in the Community Charter.
- 6.3 Agendas and minutes for each Committee meeting shall be prepared and distributed in a timely manner, under the direction of the Corporate Officer.
- 6.4 The Corporate Officer is responsible for keeping minutes and agendas for Committee meetings and making them available to the public.
- 6.5 Council, or any member of Council individually, the Chief Administrative Officer and Directors of the Town of Gibsons, may refer issues to the Corporate Services Committee for consideration.
- 6.6 The quorum for the Committee is five (5).

Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recording secretary shall record in the minutes the names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting. At no time can public members outnumber sitting councillors as a quorum.

- 6.7 Meetings are open to the public. The Committee will be provided with management support, as determined by the Chief Administrative Officer.
- 6.8 In respect to public members, appointed by the Mayor, conflict of interest rules are applied as per Sections 93 and 100 of the Community Charter.
- 6.9 Members of the public are not authorized to participate in in camera discussions.