



## **DISTRICT OF CLEARWATER**

### **FINANCE AND AUDIT STANDING COMMITTEE**

#### **TERMS OF REFERENCE**

As per Section 141 of the *Community Charter* the Mayor must establish standing committees for matters the Mayor considers would be better dealt with by Committee and must appoint persons to those committees.

#### **PURPOSE OF COMMITTEE:**

To recommend to Council establishment of policies and bylaws and budget items related to District of Clearwater finance and audit activities.

#### **COMMITTEE MEMBERS:**

Chair	The Committee Chair will be appointed at the first meeting of Council in December of each year. In the event the Chair is absent, the Chair will revert to the Acting Mayor for that month.
Members	All members of Council may be committee members. Chief Administrative Officer (non-voting) Director of Finance (non-voting) Corporate Administrator (non-voting)

#### **MEETINGS:**

The Committee will meet on a rotational basis according to the Regular Council meeting schedule adopted by Council in December of each year or as required. The Committee will meet in the District of Clearwater Municipal Council Chambers.

#### **COMMITTEE'S ROLE:**

1. Prepare and draft for Council's consideration policies and bylaws related to District of Clearwater finance and audit activities.
2. Review and develop amendments to finance and audit activities policies and bylaws.

3. Prepare and prioritize for Council's consideration a list of items to be included in the District of Clearwater budget for finance and audit activities and recommend funding sources.
4. Other items assigned by Council to the Committee related to finance and audit activities.
5. Where necessary, the Committee shall refer to the "District of Clearwater and the Thompson-Nicola Regional District Joint Services Advisory Committee Bylaw No. 20, 2009" for projects of mutual concern/interest to the Thompson-Nicola Regional District and District of Clearwater.

**STAFF'S ROLE:**

1. Assist the Committee in the preparation of policies and budgets related to District of Clearwater finance and audit activities.
2. Bring forward to Regular meetings of Council for Council's consideration draft policies, bylaws and budgets recommended by the Committee.
3. Manage the operation and contracts of activities related to finance and audit activities for the District of Clearwater.

***FINANCE AND AUDIT STANDING COMMITTEE TERMS OF REFERENCE  
ADOPTED***

Adopted: 24<sup>th</sup>, day of March, 2009.

Amended: 7<sup>th</sup> day of December, 2010

Adopted: December 7<sup>th</sup>, 2010