

Bishop's Falls Town Council

Finance Standing Committee (Hereinafter referred to as 'Committee')

TERMS OF REFERENCE

The Bishop's Falls Town Council, during a duly convened public meeting and under the authority of s. 25 (1) of the *Municipalities Act, 1999*, hereby establishes the *Finance Standing Committee* subject to the terms herein described and the *Bishop's Falls Town Council Standing Orders*.

SECTION 1.0 – MANDATE

The Committee is hereby assigned the following mandates:

- 1.1 Prepare the annual municipal operating budget for Council's consideration in accordance with the Annual Planning Cycle as defined in appendix A.
- 1.2 Make recommendations to Council regarding expenditures within the parameters of the municipal operating budget, the payment of invoices, financial policies and procedures, and any other matter that may have a direct or indirect financial impact, save for the selling of land.
- 1.3 Serve as Council's negotiating Committee regarding the Collective Agreement between the Town of Bishop's Falls and CUPE Local 1349.
- 1.4 Monitor the annual municipal operating budget and report to Council on its status.
- 1.5 Review and consider monthly financial statements/reports and advise Council on the Town's overall fiscal performance/standing.
- 1.6 Undertake performance evaluations, where necessary, of the Town Manager/Clerk and the Assistant Town Manager. In this regard, the Committee shall be empowered to establish the performance evaluation framework.
- 1.7 On an annual or more frequent basis, review the outstanding accounts receivable and determine the viability of collecting on such accounts. In performing this function, the Committee is empowered to write-off an account when it is satisfied that further collection efforts will not result in the account being paid. To protect the privacy of the account holders, the Committee's decision in this regard shall be held in privilege, and shall only be shared with the Town Manager/Clerk and those employees necessary to carry out the Committee's decision.
- 1.8 Hear and consider appeals registered by residents in response to Council decisions. Where the Committee finds there are grounds to appeal, the matter shall be deferred to Council for determination. In all other cases, the appeal shall be denied.
- 1.9 Entertain delegations from persons regarding taxation issues.
- 1.10 Review and monitor the Administration Department's operational plan.

SECTION 2.0 – COMPOSITION

- 2.1 The Committee shall be comprised of three (3) Councillors, including a Chairperson, who are appointed by the Mayor in accordance with s. 25 (2) of the *Municipalities Act, 1999*.

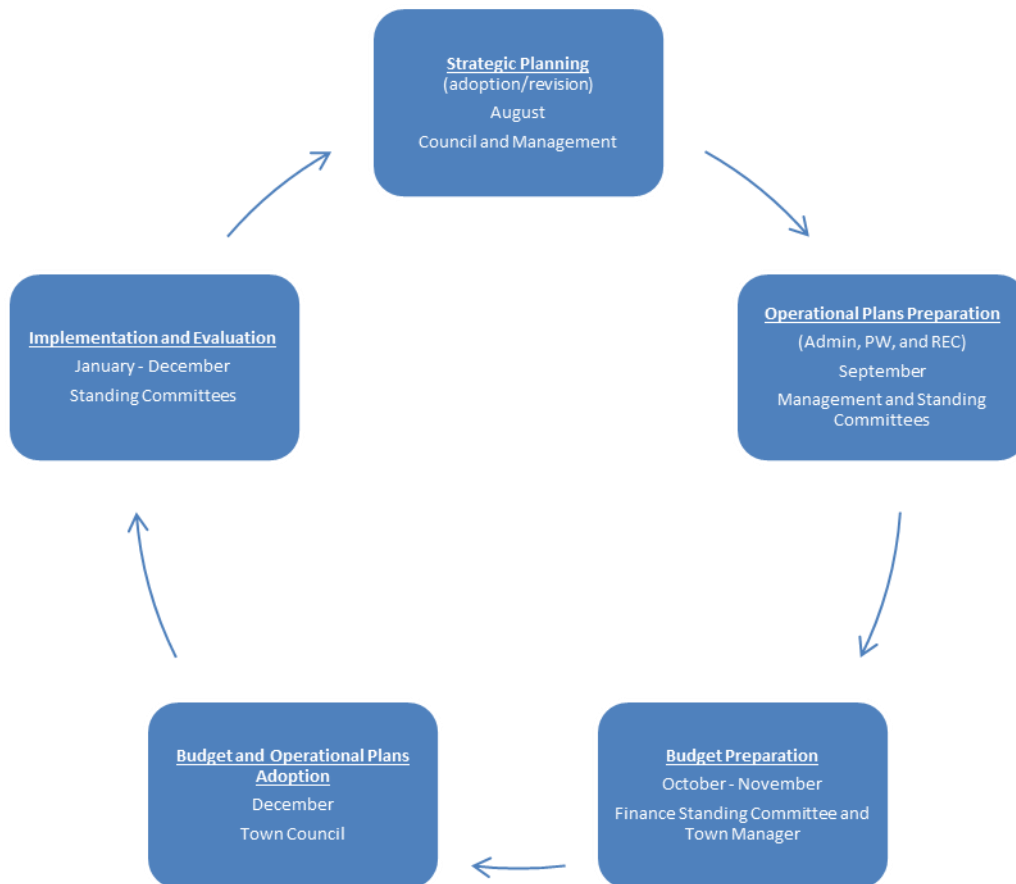
SECTION 3.0 - CHAIRPERSON

- 3.1 The Mayor shall appoint the Chairperson of the Committee.
- 3.2 The Chairperson shall be responsible to ensure the business before the Committee is executed in accordance with the *Bishop's Falls Town Council Standing Orders*.

Established by the Bishop's Falls Town Council during public meeting 1398 on October 10, 2017.

Town of Bishop's Falls

Annual Planning Cycle Appendix A



Strategic Planning

- (1) Council convenes annually, in August, to establish, review, and amend the strategic plan. The plan is developed at the beginning of the term and shall cover the four (4) year period.
- (2) During the strategic planning session, the vision, mission, goals and objectives for the four (4) year term are established by Council. Senior management/supervisors are involved. Other employees can be engaged/consulted once the document is drafted.
- (3) Strategic planning sessions can be one (1) to two (2) days in duration.

Operational Plans Preparation

- (1) Once the strategic plan has been established, reviewed, or amended annually, Departments will commence the process of preparing operational plans for the fiscal year.
- (2) Operational plans must be grounded in the strategic plan as prepared by Council.

- (3) Department Heads, in conjunction with the Town Manager, prepare the operational plans.
- (4) Standing Committees, where appropriate, review the operational plans and makes adjustments where necessary.
- (5) Operational plans are approved by Council with the annual budget in December.
- (6) The Bishop's Falls Fire Department shall be exempt from the operational plan requirement.

Budget Preparation

- (1) Based on the operational plans, the budget is prepared by the Finance Standing Committee.
- (2) The Finance Standing Committee will consolidate the Town's revenues and expenditures into the municipal operating budget. Operational plans are considered during this period. Where necessary to accommodate the Town's fiscal capacity, the Committee may reject or alter an operational plan's activity and corresponding budget allocation.

Budget and Operational Plans Adoption

- (1) The Finance Standing Committee presents the annual municipal operating budget to Council, which shall include the operational plans, amended as necessary, for the three (3) Departments.
- (2) Council adopts (perhaps with amendments) the municipal operating budget and operational plans.

Implementation and Evaluation

- (1) Budgets and plans are implemented by staff.
- (2) Management must update, on a monthly basis, the progress regarding the operational plans.
- (3) Throughout the fiscal year, the Standing Committees will monitor the progress of the operational plans. Adjustments will be made where warranted.
- (4) Finance Standing Committee undertakes a mid-year (June-July) review of the budget to realign the estimates with actual expenses and revenues. Projections for the remainder of the year are also updated.