



# Budget Committee Terms of Reference

## 1. Legislative Reference / Authority

*Community Safety and Policing Act, 2019, Section 42*

## 2. Membership and Committee Procedures

- a. The Budget Committee shall be comprised of 2 (two) members appointed by the Board.
- b. The Board Chair shall be an ex-officio member of the Budget Committee.
- c. The Budget Committee Chair shall be elected at the Committee's first meeting of the year.
- d. Support for the Budget Committee will be provided by the Administrative Director.
- e. The Budget Committee shall operate in a manner consistent with the provisions of the Board's Procedural By-law.
- f. The Budget Committee shall meet at the call of the Committee Chair.
- g. The Administrative Director shall consult with the Committee Chair on the development of agendas, be responsible for preparing and distributing agenda packages and maintaining records of meetings.

## 3. Mandate

The mandate of the Budget Committee is to ensure the Board meets its governance oversight responsibilities to provide adequate and effective policing in the community in the areas of financial planning, budget preparation and monitoring.

The Budget Committee shall:

- a. Work with the Chief to coordinate and develop the annual preparation of the Police Services Board capital and operating budgets;
- b. Review matters that may have a significant impact on current and future budgets;

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- c. Review regular budget and audit reporting; and
- d. Meet a minimum of four times per budget cycle.

#### **4. Reporting**

The Budget Committee Chair will provide a report to the Board following each of its meetings.

At the Budget Committee's first meeting of the new budget cycle, the Chief of Police will provide a report to the committee which provides an overview and summary of the previous year's budget.

#### **5. Accountability**

The Budget Committee shall review its mandate at least once every three (3) years and make recommendations to the Board as required.

The Administrative Director shall keep a record of the Budget Committee's meetings and the records shall be available to all Board members and the public, unless confidential.