

Terms of Reference - Finance Advisory Committee

Mandate

The Finance Advisory Committee (FAC) will identify, discuss and develop recommendations to the Mountain View Regional Waste Management Commission Board on the following topics:

- Wages/salaries and pay grid changes
- Annual budget review
- Financial policy review
- Cost of living increases
- Fee schedule recommendations
- Review of monthly cheque run

Membership

- Three (3) members of the Board of the Commission - voting
- CAO - non-voting
- Finance Contractor - non-voting

Term

- One (1) year appointments to be done at our annual Commission Organization Meeting

Chair

- The Chair will be appointed at the first standing committee following the Commission Organizational Meeting.
- Communication flow is to be between the Chair and CAO.

FAC Members' Conduct

Members of the FSC shall be bound by and will be expected to abide by the ten (10) principles for the conduct of public life:

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| 1. Confidentiality | 6. Leadership |
| 2. Integrity | 7. Due-diligence |
| 3. Objectivity | 8. Transparency |
| 4. Accountability | 9. Trust |
| 5. Honesty | 10. Respect |

Regulations

1. The Committee shall meet at least quarterly, or more frequently as circumstances require. Regular meetings will be scheduled by management. Additional meetings shall be held at the call of the Chair, upon the request of a member of the Committee or CAO.
2. The Committee shall be appointed annually by the Board and consist of at least three (3) members from among the board of the MVRWMC. Each appointee shall be independent and free from any relationship that, in the opinion of the Board; would interfere with the exercise of his or her independent judgment as a member of the Committee. The CAO and the Finance Contractor will sit on the Committee as non-voting members.
3. Members shall designate the Chair of the Committee.
4. Regular Committee meeting agendas shall be the responsibility of the CAO and consultation with the Committee Chair.
5. A quorum shall be a majority of the members.
6. Meeting notes of the Committee meeting will be kept but are not required to be approved by the board. The minutes will include the RFD as recommendations to the Board.
7. Each year the Committee will provide a commission budget RFD to the Board.
8. Review of monthly cheque run can be done at a scheduled meeting or electronically.