



Cobourg Police Services Board

FINANCE COMMITTEE TERMS OF REFERENCE

COMMITTEES OF THE BOARD

Subject to the provisions of Section 34 of the **Police Services Act R.S.O. 1990** (the "**Act**"), Committees may be established by the Board at any time as it is deemed necessary for the consideration of matters within the jurisdiction of the Board, Members shall be appointed by resolution of the Board.

1. At the first meeting of the year, the Board shall establish committees and delegate any of the Boards powers under this **Act**, to the committee, which shall be composed of:
 - At least two Members of the Board;
 - Any number of additional Members, if a majority of the committee is composed of Board Members.
2. Membership, statutory authority and responsibility of the Committees are determined in the Terms of Reference of the Committee as set out by the Board.
3. Committee Members shall deal directly with the Chief of Police or a designate person, or in their absence, the Deputy Chief of Police or a designated person, when service is required from Members of the Cobourg Police Service (the "Service") to assist the Committee.
4. When a Committee meeting is open to the public, the date, time, location, Agenda and Minutes will be made available on the website.
5. The Committee shall report on its work to the Board at the next regular meeting of the Board.

Finance Committee

Membership:

The Finance Committee will be comprised of a minimum of three Board members; the Board Chair, the Vice-Chair and one other Board member. The Chair of the Board shall be the Chair of the Committee. Support for the Committee will be provided by the Executive Assistant, the Chief of Police and designate, as required.

A quorum constitutes the attendance of two committee members.

Mandate:

The mandate of the Finance Committee is to represent, and provide advice to, the Board on financial matters that align with the Board's governance role, including the following:

- Development of policies, objectives and priorities;
- Annual Capital and Operating budgets development process;
- The Service's long-range financial plans to ensure stability and consistency with strategic directions for the organization;
- The Board's internal budget and any audited financial statements provided to the Board.

Budget and Authority:

Resources required to accomplish these responsibilities will be made available provided the required resources can be obtained within the Board's budget resources. The Committee has full financial authority, within any assigned budgetary provisions, pertaining to research, logistical support, and professional services.

The Board retains overall authority to approve the Service's annual budget and to direct the Chief of Police with respect to any financial matter.

Reporting:

The Committee Chair will report to the Board following each Committee meeting, and more frequently as required.

Administration

- 1.1. That this **Finance Committee - Terms of Reference** document is hereby enacted by the Cobourg Police Services Board on this **18th** day of **February, 2020** and shall take effect, immediately. All references to Finance Committee policy, previously enacted, shall be repealed.



Dean Pepper, Chair
Cobourg Police Services Board