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## Mayoral Decision

### Mayoral Decision Number: 01-2024

Under the Authority: Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Section 284.8 (Powers re: Committees), the Mayor is assigned the power, subject to Ontario Regulation 530/22, Section 4, to establish committees that consist solely of members of Council. Therefore, I, Doug Elmslie, Mayor of the City of Kawartha Lakes, establish the Budget Committee as follows:

1. The three (3) member Budget Committee shall be comprised solely of Council members, being the Deputy Mayor, two (2) other Council members, and myself in an ex-officio capacity as Mayor;
2. The Terms of Reference for the committee are established as attached as Appendix A to this Mayoral Decision;

Further, I, Doug Elmslie, Mayor of the City of Kawartha Lakes, direct the Budget Committee to:

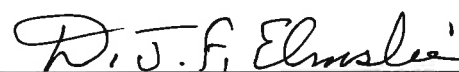
1. Adhere all City Budgets to the Long Term Financial Plan targets; and
2. Provide recommended Draft 2025 Budgets to the Mayor no later than October 18, 2024 with the target of November 1, 2024 to recommend to Council for deliberation.

### Appendix A



Appendix A to  
Mayoral Decision 01

Dated this 19<sup>th</sup> day of July, 2024



Doug Elmslie, Mayor

## **Appendix A to Mayoral Decision 01-2024**

### **Terms of Reference**

**Name: Budget Committee**

Date Established by Mayoral Decision: July 19, 2024

**Purpose:**

The Budget Committee is established to provide advice and recommendations to the Mayor and Staff for annual budget preparations in accordance with the mandatory responsibilities of the Mayor under the authority: Part VI.1 (Special Powers and Duties of Head of Council), Section 284.16 of the Municipal Act, 2001.

**Roles and Responsibilities:**

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct for Budget Committee Members
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Budget Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Recording Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Budget Committee will abide by any terms and conditions which may be set out by City Council, CAO, City Clerk, City Solicitor, Auditor, Insurer, and/or Mayoral Decision or Directive for any activities relating to Budget Committee

business in keeping with the Committee's Terms of Reference and established Policies.

**Activities:**

The following represent the general activities of the Budget Committee:

- a) To provide a recommended budget to the Mayor in support for the Mayor's Proposed Budget;
- b) To develop the annual budget in accordance with the Mayoral direction.
- c) To provide guidance and recommendations on budget discussions to achieve the final tax/user rate targets;
- d) To receive presentations and host meetings with each Department in the analysis of the annual Operating, Capital, Special Project and Water/Wastewater Budget preparation for the Budget mandate provided by the Mayor; and
- e) To act as a liaison between City Council, the Mayor, External Agencies and City staff relating to other budget related items.
- f) To receive presentations from External Agencies and the Public in relation to annual Budgets.
- g) To recommend an annual Budget that adheres to the timelines as depicted in the annual Mayoral direction.

**Composition:**

The Budget Committee shall be comprised of a maximum of 3 members consisting of 3 Council representative(s) all of whom will have full authority to debate and vote. Budget Committee members will be appointed by Mayoral Decision. The Mayor may attend meetings in an ex-officio capacity.

**Appointment of Officers:**

The Budget Committee shall, have the officers of Chair and Vice-Chair established and named by Mayoral Decision. It is acknowledged that there are no per diems for any Budget Committee positions.

**Term of Appointments and Committee:**

Unless exempted by legislation or Mayoral Decision, the committee shall exist for the term of Council. Individual members of the Budget Committee shall serve a term consistent with any Mayoral Decisions related to appointment of members to the Budget Committee.

**Resources:**

The Corporate Services Department (the liaison department) will provide support in the form of advice and day-to-day liaison with the committee. The liaison department will also assist in the preparation and submission of draft budget recommendations and attend the meetings of the Budget Committee.

A member of staff shall be designated as Recording Secretary by the Corporate Services Department. The Recording Secretary shall prepare and publish agendas; attend all formal business Budget Committee Meetings to take minutes; and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The Recording Secretary shall ensure that a current Terms of Reference for the Budget Committee have been provided to the City Clerk's Office and is posted on the City website.

The Office of the CAO and the Corporate Assets Division of the Engineering and Corporate Assets Department will also provide advice and recommendation to the Budget Committee.

Other departmental staff may be invited to Budget Committee meetings to provide comments on specific projects and initiatives for consideration by the Budget Committee.

**Timing of Meetings:**

Meetings will be held on a set day and time as may be determined by the Budget Committee or at the call of the Chair. Meetings shall be call on dates and times when all members are available to attend.

**Location of Meetings:**

The location of the meetings will be set by the Chair and must be held in an accessible City facility with hybrid meeting functionality.

**Meetings:**

The Budget Committee shall hold a minimum of one (1) meeting in each calendar year. Meetings will commence in Q3 annually and end upon Budget approval. The Chair, through the liaison department, shall call notice of the meetings, including the agenda for the meetings, to be provided to members of the Budget Committee and posted to the City website a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary.

As the Budget Committee only consists of three (3) members, Quorum for meetings shall consist of two (2) of the members of the Budget Committee. If a member determines that they are unable to attend the meeting after the agenda has been published for the next meeting, the Mayor may sit as an alternate voting member for the meeting in their place, or the meeting may be re-scheduled to another date/time when all members are available.

No meeting shall proceed without a quorum. No sub-committees or working teams shall be permitted.

**Procedures:**

Procedures for the formal business meetings of the Budget Committee shall be governed by the City's Procedural By-law (except Section 11.08) and Legislation or, where both are silent, by Robert's Rules of Order.

For clarity, as only three (3) members are on the Budget Committee, the Chair may move and/or second a motion. The Chair, except where disqualified from voting by reason of interest or otherwise, may vote with the Members on all questions.

**Closed Meetings:**

The Budget Committee shall not be permitted to hold Closed Meetings.

**Agendas and Minutes:**

A copy of the Agenda shall be provided to the City Clerk's Office at the same time as it is provided to Budget Committee Members. The City Clerk's office will be made available to Council members on the City's website as per established procedures.

Minutes of all formal business meetings of the Budget Committee shall be forwarded to the liaison department, and to the City Clerk's Office, not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Corporate Services at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Budget Committee Agendas and Minutes are posted to the City website at the same time as they are circulated to the City Clerk's Office.

**Reporting to Council:**

The Budget Committee shall provide advice and recommendations to City Staff to guide them to effectively prepare Draft Budgets for presentation to the Mayor. The Mayor will consider the Draft Budget and make final recommendations and revisions (if any) on the Draft Budget. Once considered by the Mayor, the revised Draft Budget shall become the Mayor's Proposed Budget. The Mayor will present their Proposed Budget to City Council in accordance with the timelines and requirements set out by Section 284.16 of Part VI.1 (Special Powers and Duties of Head of Council) of the Municipal Act, 2001.

**Purchasing Policy:**

This Budget Committee has no purchasing or procurement responsibilities.

**Insurance:**

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Budget Committee and its members. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Committee must provide, via the liaison department, an annual updated listing of all members, including member positions, to the City of

Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Committee members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

**Expulsion of Member:**

Any member of the Budget Committee who misses three consecutive formal business meetings, without being excused by the Budget Committee, may be removed from the Budget Committee in accordance with adopted policy.

Any member of the Budget Committee may be removed from the Committee at the discretion of the Mayor or City Council for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Budget Committee Members; disrupting the work of the Budget Committee; or other legal issues. The process for expulsion of a Budget Committee member is outlined in the City's Council Committee, Board and Task Force Policy.

**Terms of Reference:**

The Recording Secretary shall ensure that a current Terms of Reference for the Committee have been provided to the City Clerk's Office and are posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. The Mayor may, at their discretion, change the Terms of Reference for this Budget Committee at any time. Any changes proposed to these Terms of Reference may be made by Mayoral Decision.

At the discretion of Council or Mayoral Decision the Budget Committee may be dissolved by resolution of Council.