

## TERMS OF REFERENCE

### Corporate and Administrative Services Committee

#### 1. Purpose

- 1.1 The purpose of the Corporate and Administrative Services Committee is to consider issues pertaining to the Corporate & Administrative functions of the Sunshine Coast Regional District (SCRD) and to make recommendations to the SCRD Board on these issues.

#### 2. Duties/Mandate

- 2.1 The Corporate and Administrative Services Committee is a Standing committee of the Board that will review and make recommendations to the Board with respect to policy formulation and decision making on the following matters:

- Administrative Bylaws
- Budget
- Corporate Strategic Planning
- Finance
- Information Technology
- GIS and Civic Addressing
- Libraries
- Legislative Services
- Bylaw Enforcement / Compliance
- Animal Control
- Five Year Financial Plans
- Grants-in-Aid
- Human Resources
- Local Government Structure
- Administration Building
- Asset Management
- Purchasing and Risk Management
- Economic Development

This list may be amended as the need arises. Matters outside of the mandate of the Committee may be considered as necessary to meet operational requirements.

- 2.2 Select Committees and other Committees and Agencies falling within the mandate of the Corporate and Administrative Services Committee include:

- Municipal Finance Authority
- Municipal Insurance Association
- Federation of Canadian Municipalities
- Gibsons and District Library Board / Sechelt Public Library
- Island Coastal Economic Trust (ICET)
- Union of BC Municipalities (UBCM)
- Association of Vancouver Island Coastal Communities (AVICC)

#### 3. Membership

- 3.1 The Corporate and Administrative Services Committee is comprised of all Directors of the SCRD Board.
- 3.2 The Chair and Vice Chair of the Committee will be appointed annually by the Chair of the Sunshine Coast Regional District.

#### 4. Operations

- 4.1 The Corporate and Administrative Services Committee will meet on the 4th Thursday of each month commencing at 9:30 a.m. unless otherwise scheduled by the SCRD Board or the Chair of the Committee.

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