



Budget Committee

Terms of Reference

Date: November 25, 2025

Adopted: December 9, 2025

1. Mandate

The mandate of the Budget Committee is to:

- Review and provide input on draft Operating and Capital budgets prepared by staff in accordance with the direction of County Council; and
- Recommend draft Operating and Capital budgets to County Council for final approval.

2. Membership

Voting members of the Committee shall be appointed by County Council in accordance with the County's Rules of Procedure By-law and shall include:

- Warden
- Deputy Warden
- 2 County Councillors.

The Warden will serve as Chair of the Budget Committee.

3. County Staff

The following County staff will provide support to the Budget Committee, but are not members of the Budget Committee:

- Chief Administrative Officer
- Director of Finance
- County Clerk and/or delegate(s) as set out in writing
- Other staff as approved by the Budget Committee.

4. General Responsibilities

The Budget Committee shall review draft Operating and Capital budget documents, receive staff presentations and consider any budget amendments necessary to ensure alignment with Council's approved priorities.

The Budget Committee shall recommend draft Operating and Capital budgets to Council for final consideration and approval.

5. Authority, Decision-Making and Reporting Relationship

The Budget Committee is an Advisory Committee of Council.

The Committee will meet in accordance with the Annual Budget Schedule approved by County Council each year.

Meetings shall be held in accordance with County's Procedure By-law, including public notice, agenda and minute provisions.

Recommendations of the Budget Committee shall be forwarded in a written report to Council for consideration.

6. Confidentiality

Members of the Budget Committee and staff authorized by section 3, may be permitted to access related confidential information. All County staff and Members of Council involved in the Budget Committee are required to hold in strict confidence all confidential information concerning matters dealt with by the Budget Committee.

7. Compensation

Members of the Budget Committee shall be compensated for attendance at Budget Committee meetings in accordance with the applicable County Policies.