

Capital Sustainability Steering Committee (CSSC)

Name

This committee shall be known as the Capital Sustainability Steering Committee (the "Committee").

Purpose

The purpose of the Committee shall be to:

- Inform and educate Committee and Council on fiscal sustainability in asset management
- Evaluate opportunities to deliver long-term capital investments that are in line with community expectations and fiscal sustainability
- Approve and amend a fiscally sustainable long term capital investment strategy (Financial Sustainability Strategy) to acquire new capital assets, and related maintenance and replacement of capital assets (new and existing)
- Provide Budget Committee and Council progress updates on the approval, implementation, progress and monitoring of the City's Financial Sustainability Strategy
- Consider a fiscally sustainable funding strategy that incorporates all available funding sources including tax supported, rate supported, developer, intra-governmental and external agencies
- Provide the financial framework for the Comprehensive Asset Management Plan, Development Charges Study, Parkland Dedication charges, Community Benefit Charges, Storm Water Management Rates, Water and Waste Water Rate, Capital Budgets and Forecasts, and Operating Budgets and Outlook.
- Review and provide recommendations to Council on the financial impacts of the City's various Master Plans
- Update the Ten Year Capital Forecast

Mandate

The mandate of the Committee is to approve a Financial Sustainability Strategy, monitor progress and evaluate amendments where appropriate.

The Committee shall evaluate opportunities to deliver long term capital investments that are in line with community expectations and fiscally sustainable. This includes a review of strategic infrastructure program investment. The funding framework within the Financial Sustainability Strategy will be the basis for financing capital budgets.



Committee Composition

The membership of the Committee will be comprised of the following Members of Council:

- The Mayor (Deputy Budget Chair)
- Budget Chair
- Deputy Mayor
- Ward 1 and 5 Local Councillors

Only the members of the Committee may vote on an issue.

Term of Office

All members of the Committee will hold office for a term consistent with the term of Council.

Lead Department and Reporting Relationship

The Corporate and Financial Services Department will be the lead coordinating department. However, each department will have a significant contribution to this committee. The Infrastructure and Engineering Services Division will also play a significant role in informing all capital categories and need to be present at each meeting. The necessity of having this Committee is to ensure the long-term financial plans for the City are consistent with the capital standards the current Council supports.

Administration of the Committee

The Mayor will be the Chairperson of the Committee and the Vice- Chairperson will be elected at its first meeting. The Committee may appoint any other officers, as deemed necessary.

Members of the Committee will serve without remuneration other than reimbursement of expenses approved by the Committee and incurred in the performance of their duties.

Save and except as set out in these Terms of Reference, the rules of procedure for Special Committees as set out in the Procedure Bylaw #74- 12, as amended, shall apply to the Committee. In case of conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

Quorum/Meeting Prerequisites

Quorum shall be majority of the members of the Committee.

The Commissioner of Corporate and Financial Services or his/her designate must be present at all meetings of the Committee for the meeting to take place.

Meeting Schedule

The Committee will meet on a monthly schedule, with the date and time agreed to at the first meeting. The Chairperson may call additional meetings or may cancel any meeting.

Meetings of the Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member is unable to attend a meeting, the member must contact and advise the Chairperson and the Office of the Clerk in advance. If a member other than the Mayor has been absent for three consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

Staff Resources

Secretariat assistance to the Committee will be provided by the Office of the Clerk.

Staff from the Financial Services Division and the Infrastructure and Engineering Services Division must be present at all Committee meetings. In addition, Commissioners of the Department holding carriage of the plan, strategy or assets scheduled for discussion must present on the status, including the long-term financial impact of the existing or planned capital programs and be responsible to report back on questions, scenarios or proposed recommendations of the Committee in a timely manner.

In the event a matter within the mandate of the Committee arises between meetings, staff will consult with the Chairperson and the matter will be placed on the agenda for the next meeting for ratification.

Miscellaneous

Unless otherwise directed by Council, the minutes of all Committee meetings will be presented to Council for adoption and approval of any recommendations.

The Terms of Reference for the Sustainability Steering Committee are established by Council and can only be altered by Council.