



CITY OF YELLOWKNIFE

TERMS OF REFERENCE **Budget Policies Task Force**

Whereas, pursuant to the Council Procedures By-law, Council may establish a special committee to investigate and consider any matter, Yellowknife City Council hereby establishes a Budget Policies Task Force with the following terms of reference:

1. INTRODUCTION

The purpose of the Budget Policies Task Force will be to review the City's budget policies and recommend revisions to align them with current best practises.

2. BACKGROUND

On July 23, 2018, Council unanimously passed Council Motion #0243-18. It included directives for "Appointing a Budget Policies Review Task Force with representation from Council, Administration, and members of the professional community with municipal budget expertise to review the City's budget policies and recommend revisions to align them with current best practises as established by the Government Finance Officers Association in order to better inform the City's budget processes, beginning with Budget 2020."

3. SCOPE

The purpose of the Budget Policies Task Force is to assist the City in an advisory capacity and provide recommendations to align its budget policies with current best practises. To this end, the Task Force will be expected to:

- a. Review the City's existing policies in the context of current practises;
- b. Research current best practises as defined by the Government Finance Officers Association;
- c. Identify successful budget policies in municipalities of similar size and circumstance to that of the City of Yellowknife.
- d. Recommend revisions to the City's budget policies to better align them with current best practises.

4. COMPOSITION

The Budget Policies Task Force shall include the following:

- a. The Mayor of the City of Yellowknife - ex-officio, voting member;
- b. Two (2) representatives from Council;
- c. Three (3) representatives from Administration; and
- d. One (1) member of the professional community with municipal budget policy expertise.

5. TIMELINE

The Task Force membership will be finalized no later than May 15, 2019. The Task Force will be expected to provide a report of their research findings by June 15, 2019, and their policy revision recommendations no later than July 15, 2019.

6. MEETINGS

City Administration will set up an initial project meeting once the Task Force membership is determined. During this meeting a Chair will be selected and it is expected that this individual will set up subsequent meetings as required to achieve the policy revisions in accordance with the specified timeline.

7. REMUNERATION

The Members of the Task Force shall serve in a volunteer capacity only, with no remuneration.

8. FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

- a. The Task Force shall have no authority to expend or commit financial resources of the City of Yellowknife.
- b. The Chair will prepare meeting agendas and distribute them to Task Force Members at least two (2) days in advance of the meeting.
- c. The Chair shall prepare minutes of all meetings of the Task Force and distribute them as soon as possible to the Task Force members.

9. REPORTING RELATIONSHIPS

- a. The Task Force's primary source of contact with Administration will be the Director of Corporate Services.
- b. The Director of Corporate Services shall provide the Task Force with relevant information in as timely a manner as possible.

10. CONFIDENTIALITY

Task Force members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Task Force member.

11. TERMINATION

The Task Force shall be considered dissolved once the budget policy revisions have been approved by Council.