

MAYOR'S BUDGET FOCUS GROUP

Terms of Reference

Purpose

The Mayor's Budget Focus Group will be responsible for the following:

1. Reviewing and providing comment on the city's budget principles;
2. Reviewing and providing comment on the city's public consultation process on the budget;
3. Reviewing and providing comment on specific questions related to the budget.

Budget Focus Group Structure

The Mayor's Budget Focus Group will be chaired by the Mayor and consist of the City Administrator and five to ten members from the public invited by the Mayor to participate on the Focus Group. Members of Council will be invited to attend the Focus Group sessions.

The Focus Group will exist for a defined period of time in order to address specific budget matters as identified above. The term of this Focus Group will extend to the end of the current year or until the work requested has been completed.

Meeting Commitments

The Focus Group will meet as set out in the annual budget calendar.

Reporting

The Mayor's Budget Focus Group review and comments will be forwarded to Council and the Budget Sub-Committee for consideration and appropriate action.