

Terms of Reference

The following are intended to guide the Finance and Administration Sub-Committee in conducting its activities that support the overall achievement of the Greater Avalon Regional Waste Management Committee (GARWMC) mandate.

General Responsibilities

The Finance and Administration Sub-Committee is responsible for the provision of guidance and recommendations to GARWMC for issues relating to financial issues (budget, contracts, tenders, requests for proposal, human resources, facilities, etc...), business implementation, other general committee matters.

Membership

Membership of the Finance and Administration Sub-Committee shall consist of four (4) members of GARWMC as appointed at the September 24th, 2008 meeting. These members are:

- Bob Bishop
- Wally Collins
- Ron Penney
- Kevin Power

The Committee Chair is an ex-officio member.

In addition, the Finance and Administration Sub-Committee can request the attendance of advisors or consultants at its meetings to support, facilitate and give expert opinion on matters before the sub-committee. Advisors could be, but are not limited to, the following:

- Legal
- Department of Municipal Affairs
- Procurement
- Municipal staff

Meetings

The Finance Sub-Committee will meet a minimum of once a month in order to consider the components within its area of responsibility. Additional meetings will be at the discretion of the Sub-Committee.