

**Subject: Finance and Corporate Services Committee Revised
Terms of Reference**

File Number: ACS2025-OCC-CCS-0063

**Report to Finance and Corporate Services Committee on 3 June 2025
and Council 11 June 2025**

Submitted on May 23, 2025 by Caitlin Salter MacDonald, City Clerk

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Ward: Citywide

**Objet : Mandat révisé du Comité des finances et des services
organisationnels**

Numéro de dossier : ACS2025-OCC-CCS-0063

Rapport présenté au Comité des finances et des services organisationnels

Rapport soumis le 2 juin 2025

et au Conseil le 11 juin 2025

Soumis le 23 mai 2025 par Caitlin Salter MacDonald, Greffière municipale

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

That the Finance and Corporate Services Committee recommend Council approve its revised Terms of Reference, as outlined in this report and attached as Document 1.

RECOMMANDATION(S) DU RAPPORT

Que le Comité des finances et des services organisationnels recommande au Conseil d'approuver son mandat révisé, tel qu'il est énoncé dans le présent rapport et dans le document 1 ci-joint.

BACKGROUND

At its meeting of December 7, 2022, Ottawa City Council considered a report titled 2022-2026 Council Governance Review (ACS2022-OCC-GEN-0030). In approving this report, Council approved the revised Terms of Reference be submitted in draft form to the respective Committees at their first meeting in 2023 for consideration and recommendation to Council for approval.

As part of consideration of the 2022-2026 Council Governance Review report, Council approved Motion 2022 - 03/04 to re-name the former Finance and Economic Development Committee to the Finance and Corporate Services Committee.

Full details on these changes are outlined in the [2022-2026 Council Governance Review Report](#), Part 1.

The Finance and Corporate Services Committee and City Council approved the [Terms of Reference](#) in February 2023 (ACS2023-OCC-CCS-0010).

At its meeting of January 29, 2025, Ottawa City Council considered a report titled [2022-2026 Mid-term Governance Review](#) (ACS2025-OCC-GEN-0001). Council approved the mid-term renewal measures for standing committees, including maintaining the Finance and Corporate Services Committee. The report also recommended the following changes to the Terms of Reference:

- That the Finance and Corporate Services Committee has the responsibility to review and make recommendations to Council on all matters and reports associated with all current and future Long Range Financial Plans;
- That the Finance and Corporate Services Committee has the responsibility to review and approve, as applicable, the following finance-related reports that shall be consolidated with existing reports from other City departments:
 - Quarterly transit operating and capital status reports, and annual transit capital budget adjustments and closure reports
 - Semi-annual transit procurement reports; and

- Annual Revenue Services reports regarding the exercise of delegated authority with respect to write-offs of uncollectible OC Transpo customer accounts and uncollectible water utility customer accounts;
- That the Finance and Corporate Services Committee's role with respect to cybersecurity be formalized, with staff to provide training to ensure the committee has knowledge to receive and address reports relating to cybersecurity.

In addition, Council directed that revised Terms of Reference for the Agriculture and Rural Affairs Committee and Finance and Corporate Services Committee be submitted in draft form to the respective committees as soon as practicable but no later than June 30, 2025, for consideration and recommendation to Council for approval.

DISCUSSION

The draft revised Terms of Reference for the Finance and Corporate Services Committee are attached as Document 1 with substantive changes in bold/underline. The Terms of Reference reflect:

1. The above-noted changes in responsibilities approved as part of the mid-term governance review;
2. Changes recommended by staff to reflect current legislation and organizational structure, or to provide additional clarity and precision within the scope of the mandate approved by Council through Governance Reviews; and
3. Minor formatting and/ or grammatical changes.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

LEGAL IMPLICATIONS

There is no legal impediment to adopting the recommendation in this report.

COMMENTS BY THE WARD COUNCILLOR(S)

This is not a ward-specific report.

CONSULTATION

The Office of the City Clerk consulted with relevant City departments in preparing revisions to the Terms of Reference.

The public was notified of this report through the weekly meeting advertisements and on Ottawa.ca, and the publication of the agenda. Public delegations may be received by the Committee.

ACCESSIBILITY IMPACTS

There are no specific accessibility impacts associated with this report.

DELEGATION OF AUTHORITY IMPLICATIONS

No additional delegated authority is being sought by staff as part of this report.

RISK MANAGEMENT IMPLICATIONS

No risk management implications have been identified associated with this report.

RURAL IMPLICATIONS

A concurrent review of the Agriculture and Rural Affairs Committee Terms of Reference has occurred as directed by Council.

TERM OF COUNCIL PRIORITIES

This report implements the Committee mandate approved by Council as part of the 2022-2026 Council Governance Review.

SUPPORTING DOCUMENTATION

Document 1 - Draft Revised Finance and Corporate Services Committee Terms of Reference (substantive changes in bold/underline for ease of reference).

DISPOSITION

Upon approval of the report by Council, the Terms of Reference will become the mandate and governing authority for the Finance and Corporate Services Committee and will be published to Ottawa.ca by the Office of the City Clerk.