



**TERMS OF REFERENCE: FINANCE AND INFRASTRUCTURE COMMITTEE**

COMMITTEE: FIC Committee	PASSED: September 11, 2014
TOPIC: Board Governance	AMENDED: February 2015, April 2015; 22 October 2015, 26 November 2015; 26 May 2016
	REVIEW PERIOD: As required.

**STRUCTURE AND MEETINGS**

The Library Board Chair, in consultation with members of the Board, shall appoint a Finance and Infrastructure Committee (FIC) annually for the purpose of supervising and monitoring the financial and infrastructure matters of the Library and reporting the same to the Library Board.

The FIC shall consist of 3 – 5 members, including the Council Representative. Quorum is achieved if 3 members are present.

The Chair shall be selected by the membership of the Committee at the first meeting of the year.

The predominant structure is that Committee recommendations are determined by consensus not by voting; however, if a vote is required a simple majority is required to pass the motion. If decisions need to be made between regularly scheduled meetings, the Chair may poll the Committee by phone or email to obtain Committee approval or rejection. Any such decisions made between meetings shall be documented in the minutes of the following regularly scheduled meeting.

The committee will meet as needed, but at least quarterly.

**FINANCIAL AND BUDGETARY DUTIES**

The FIC, and the Director of Library Services (or designate), shall, on a quarterly basis, examine the financial statements, budget compliance reports and other financial information and report to the Library Board.

The FIC will be informed, for consent approval at its next meeting, of any budget change requests made by the Director of Library Services. Unless Board approval has been obtained, Budget change requests will require approval of the FIC Chair in addition to that of the Director of Library Services, if the change is greater than either \$10,000 or 50% of the total annual budget for that aggregated expense category.

The FIC shall review the annual operating and capital budget submissions, and surplus utilization requests prepared by the Director of Library Services, and report with recommendations to the full Board.

The FIC can, at its discretion, convene an annual meeting with the Director of Library Services and the CFO for budget development discussions.

The FIC receives financial reports and policy recommendations from the CFO as required, and prepares its recommendations to the Board accordingly. The CFO will receive all FIC agendas and minutes, and may attend any FIC meeting to participate in discussions or make recommendations or presentations.

Any proposed changes or updates to Management Guidelines for Finance Policies shall be reviewed and approved by FIC on behalf of the Board.

## **FUNDRAISING AND DONATIONS**

The FIC reviews, on a quarterly basis, all donation and fundraising funds received by the Library and a report on the disposition of donated funds. Expenditures in excess of \$5,000 from donations and fundraising must be approved by the FIC Chair in conjunction with the Director of Library Services. Expenditures under \$5,000 may be approved by the Director of Library Services, with quarterly reporting to the FIC and/or Library Board.

The FIC annually reviews the activities of the North Vancouver District Public Library Endowment Fund and the management of the Fund by the North Shore Community Foundation, along with any other endowment funds.

## **GOVERNANCE**

The FIC is to be notified, on a timely basis, by the Director of Library Services of any errors in Library compliance filings or payments (including, but not limited to, annual donation receipts, the annual Charitable Tax Return, and required payroll remittances and filings).

The FIC meets, in a timely manner, with the District CFO and the Director of Library Services to review the annual audited financial statements and SOFI filings of the Library. The FIC shall make recommendations pertaining to these items to the Library Board.

The FIC receives any management letter or other communication from the external auditors to the Board, and responds if required. The FIC shall receive any internal audit report from the CFO and recommend corrective actions to the Library Board.

The FIC reviews any proposed finance or infrastructure policy in detail and makes a recommendation to the Board as to acceptance of the policy change, insertion or deletion.

The FIC reviews, on a cyclical basis, the financial policies of the Library and makes recommendations for adoption or changes to the Library Board. A complete comprehensive review of all finance and infrastructure policies will be initiated by the FIC on a 3 to 5 year cycle.

## **INFRASTRUCTURE**

The FIC reviews and sets priorities for significant facility and technology projects that are in alignment with strategic and financial planning. This includes immediate and long-term planning and policy development as related to infrastructure including:

- buildings and physical plants;
- equipment, information and communication systems;
- assets employed to deliver library services.

The FIC is responsible for monitoring that the infrastructure of the Library is in, and remains in, compliance with statutory and regulatory standards by receiving notification of any exceptions to this compliance from the Director of Library Services quarterly.