

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>Topic: Audit Committee</b>	<b>Date Approved: November 19, 2019</b>
<b>Item: Terms of Reference</b>	<b>Amendments:</b>

**Introduction**

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish an Audit Committee in accordance with Section 44 of the *Municipal Government Act*. To this end, the Planning Advisory Committee is hereby established.

**1. Mandate**

The responsibilities of the Audit Committee include

i) Audit

- Review the qualifications, independence, quality of service, performance and fees of the External Auditors annually and recommend the appointment of an auditor to Council;
- Review with Management and the External Auditor, the annual audited financial statements and recommend the approval to Council;
- Review with Management, the internal control management letter received from the auditors and recommend any changes to Council, as required.
- Carry out all other responsibilities of an Audit Committee contained in Section 44 of the Municipal Government Act;

ii) Finance and Risk Management

- Review with Management annually all financial policies including those used in the preparation of the external financial statements;
- Review Annual Summary Report for the Municipality’s Council Expense and Hospitality Policies;
- Review with Management the adequacy of internal controls;

**2. Membership**

Membership shall include four members of Municipal Council, one of whom is the Warden, and one member of the public who is a resident of the Municipality of the County of Antigonish.

- The Council shall appoint members of the Committee by resolution.
- By January following a municipal election, an advertisement for the public member shall be circulated in the community. It is the intention to have members with a varied background;

- Members at large shall not be related to a member of Council or an employee of the Municipality
- Where an audit committee does not include a public member, the audit committee shall continue to meet and perform its duties and may exercise its powers; and the Municipality shall advertise to recruit a person who is not a member of Council or an employee of the Municipality of the County of Antigonish at least once every six (6) months until the requirement is met.
- Audit committee members should be financially literate.
- Each audit committee member must complete training as prescribed by the Municipality of the County of Antigonish.
- The Committee Chairperson and Vice-Chairperson will be selected by Municipal Council from among councillors.
- The term shall be one (1) year unless otherwise stated by resolution of Council. Members may be re-appointed to the Committee.

### **3. Meetings**

- The Committee shall meet at the Municipal Office – 285 Beech Hill Rd – at least twice in each fiscal year.
- The Chairperson, in consultation with the Director of Finance, may convene additional meetings as deemed necessary.
- A quorum will consist of fifty percent plus one of the total number of members.
- Agenda items must be forwarded to the Director of Finance at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to the Municipality’s website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

### **4. Role and Responsibility of Municipal Staff**

The Director of Finance will provide staff support to the Committee.

### **5. Reporting and Communication**

Meetings of the Committee are open to the public unless deemed to fall within section 203 of the *Municipal Government Act*. A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

### **6. Conflict of Interest**

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

## **7. Amendments**

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.