



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



FINANCE AND AUDIT STANDING COMMITTEE

Establishment and Authority

1. The Finance and Audit Standing Committee of Council is established and appointed by the Mayor. (*Community Charter*, SBC 2003, C. 26, s116 (1)(e) and s.141. At least half of the members of the Standing Committee must be Council Members. The role of the Committee is advisory to Council. Committee Members serve at the pleasure of the Mayor.

Committee Procedures

2. The procedures of the Committee are governed by the Council Procedures Bylaw.

2.1 A quorum of the Committee consists of two Council members and two non-Council members. The minutes of meetings of the Committee will be recorded and maintained by the Village Clerk or by a member of the Committee appointed by the Chair;

2.2 The Committee will meet at the call of the Chair as and when necessary, in the opinion of the Chair, and at least once every six weeks.

2.3 The Committee shall consist of the Mayor and two Council members and three non-Council members.

Purpose and Mandate

3. The overall purpose and mandate of the Committee is to monitor the financial management of the Village and to provide timely advice and recommendations to Council on any matter affecting the financial integrity of the Village.

The roles and tasks of the Committee include, but are not limited to the following:

3.1 Participate in and review the process for the creation of the Village's Five-Year Financial Plan; and make recommendations accordingly;

3.2 Foster the alignment of the Five-Year Financial Plan with the Village's Strategic Plan Goals and Objectives and make recommendations accordingly;

3.3 Review the financial risk management framework and make recommendations to Council accordingly;

3.4 Review and oversee any Village reserve funds and make recommendations accordingly;

3.5 Review and oversee any investment program of the Village and performance of the same, and make recommendations accordingly;

3.6 Review and make recommendations to Council regarding financial policy;

3.7 Review and make recommendations to Council on fees, charges, and other potential revenue sources;

3.8 Review and recommend to Council for approval the annual consolidated financial statements;

3.9 Review the financial implications of outstanding or potential litigation or other unfunded liabilities and make recommendations accordingly;

**VILLAGE OF LIONS BAY, FINANCE AND AUDIT STANDING COMMITTEE
TERMS OF REFERENCE, PAGE 3**

3.10 Guide the development of long term operating and capital budgets for consideration by Council, and make recommendations accordingly;

3.12 Review and make recommendations to Council regarding alternative revenue sources;

3.13 Research, review and consider sources of government grants, their terms and conditions and make recommendations accordingly;

3.14 Review on a quarterly basis the financial progress of the Village's financial operations including actual operating expenses versus approved annual budget; review actual capital expenditures versus approved budget expenditures and spending limits, and make recommendations accordingly;

3.15 Review and consider all reports from the Chief Financial Officer and make recommendations accordingly;

3.16 At the request of the Mayor or Council, to research, inspect, review and assess Finance and Audit issues and prepare a report for submission to Council with findings, consensus opinions and / or recommendations regarding the Finance and Audit matter or issue referred to it.

External Auditor and Audit

4. The external auditor is accountable to Council and to the Committee.

4.1 The Committee will:

4.1.1 Review the appointment of the external auditor; assess performance and make recommendations concerning appointment or re-appointment of the external auditor;

**VILLAGE OF LIONS BAY, FINANCE AND AUDIT STANDING COMMITTEE
TERMS OF REFERENCE, PAGE 4**

4.1.2 Receive written assurance from the external auditor on the independence of the external auditor;

4.1.3 Review the plans and conduct of the annual external audit; and make recommendations, if required, accordingly

4.1.4 Review the external auditor's Audit Report and Management Letter; and make recommendations, if required, accordingly

4.1.5 Review the Administration's response and subsequent follow-up on any matters raised by the external auditor.

5. To immediately bring to the attention of Council any aspect of the Village Finances and Audit that in the opinion of the Committee appears of concern or that is in need of urgent attention.

6. To monitor the implementation of any Council approved Finance and Audit maintenance and development plan and report to Council accordingly as the Committee sees fit.

Administrative support

7. The Committee will be provided with and have access to any municipal records that may assist it in the fulfilment of its purpose and mandate.

7.1 For the receipt and consideration of confidential municipal records the Committee must do so only in closed session and any related reports from the Committee to Council arising from its review of the confidential records must be received by Council in closed session only.

**VILLAGE OF LIONS BAY, FINANCE AND AUDIT STANDING COMMITTEE
TERMS OF REFERENCE, PAGE 5**

7.2 No member of the Committee may remove or copy any confidential record from the meeting room in which it was presented and discussed. At the end of a closed meeting the Clerk will gather all copies of confidential records and return them to the Village office for safekeeping.

7.3 Non-elected members are required to sign a confidentiality agreement to reinforce the confidentiality requirement. Its non-disclosure provisions will continue after they no longer serve as members of the Committee.

8. Administrative support that is secretarial in nature will be provided to the Committee by the Village administration.

9. The Chief Financial Officer, subject to the authority of the Chief Administrative Officer, provides information to the Committee at its request to enable or assist it in fulfilling its purpose and mandate.

Approved on the 9th day of January 2023

Signed: _____

Ken Berry

Mayor of Lions Bay