



**24 April 2012**

**City Council  
Committee Report**

**To: Mayor Canfield & Members of Council**

**Fr: Lisa Oakes, Budget/Auditor General**

**Re: Revised Terms of Reference - Audit Committee**

**Recommendation:**

**That** as recommended by the Audit Committee, the Terms of Reference for the Audit Committee be amended for the purpose of changing the number of Council Members on the Committee from three (3) Members to two (2) Members together with the removing the inclusion of Mayor as Ex-Officio, and to increase the number of citizen appointments to three (3); and

**That** arrangements be made to advertise for the additional citizen appointment immediately; and

**That** Council give three readings to a by-law to authorize a revised Terms of Reference for the City of Kenora Audit Committee for this purpose; and further

**That** By-law Number 90-2011 be and is hereby repealed.

**Background:**

The 2011 by-law that approved the Terms of Reference for the Audit Committee refers to the former Membership comprised of six members, as follows:

- Three Members of Council
- The Mayor (ex officio)
- Two Citizen Appointees

Council shall appoint all members of the Audit Committee. This committee shall be an independent Committee of Council. Three members of Council along with the Mayor as Ex-Officio make-up the majority of Council on the Committee (as the Mayor is entitled to vote). It was agreed by the Audit Committee that the Terms of Reference be revised to reduce the number of Council members to two so there is not a quorum of Council participating on this Committee (under Council's Procedural By-law, the Mayor may still participate and vote as Ex-Officio, so it is not necessary to have this provision included in the Terms of Reference). We ask one member of Council to be replaced with a public appointment in order to correct the numbers for Council.

The other change to the Terms is to remove reference to "Manager of Finance and Administration" and replace it with "Treasurer" (found in section 5 Committee Resources). And to remove reference to "Manager of Finance and Administration" and replace it with "CAO" (found in section 11 Internal Audit Function).

**Budget:**

N/A

**Communication Plan/Notice By-law Requirements:**

Circulation to Budget/Auditor General, Audit Committee