

## **ST. MARY'S AUDIT COMMITTEE POLICY**



### **Purpose:**

The purpose of the Audit Committee is to provide advice to Municipal Council on the matters relating to auditing of finances of the Municipality. The Committee fulfills the legislative requirements as outlined in Section 44 of the Municipal Government Act (MGA).

### **Committee Composition & Appointment**

The committee will consist of all elected officials for the Municipality of the District of St. Mary's, and up to two individuals appointed by council who are residents of the Municipality but not members of council or employees of the Municipality. The appointed citizens shall possess knowledge and understanding of financial and accounting matters.

The committee, including the outside appointments shall be appointed annually at the Annual Meeting of St. Mary's Municipal Council. Outside appointments to the committee may serve three consecutive terms (fiscal year). At that time the Municipality will advertise for outside appointments for the next three terms.

All committee members are eligible for reimbursement of travel expenses for meetings from their place of residence.

Municipal Staff are not considered committee members but the CAO, Director of Finance (DOF) and Municipal Clerk will provide administrative support for the committee.

### **Citizen Appointment Requirements**

- Must be a current resident of the Municipality of St. Mary's,
- Cannot be an immediate family member of a member of council or an employee of the Municipality,
- Cannot be an employee of the Municipality (full time, casual, part time, term or seasonal),
- be at least 18 years of age (legal voting age)
- complete an application form and describe any personal/professional experience in accounting, finance, municipal government or relevant/related fields

Date Adopted:

**Duties & Responsibilities**

The committee is responsible for the following functions;

1. Periodically review requests for proposals and tenders for external audit services; recommend the appointment of the external auditor to council.
2. Review in detail the audited financial statements of the Municipality with the auditor and management; recommend approval to council
3. Review the internal control management letter with the auditor and CAO/DOF; recommend any changes to Council, as required
4. Review the yearly FCI's (Financial Condition Indicators)

**General Administration**

The Audit Committee will meet on the same day as a regular Committee of the Whole meeting of council and a minimum of twice per fiscal year. The committee will be chaired by the Warden of the Municipality. There will be no limit on the number of meetings; the committee shall convene whenever circumstances demand.

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Municipal Clerk

Date

Date Adopted:

# Application for Appointment to the St. Mary's Audit Committee



## Section A Contact Information

<b>Name</b>
<b>Home Address</b>
<b>Mailing Address</b>
<b>Telephone Number(s):</b>
<b>E-mail:</b>

## Section B Eligibility (Please check Yes or No)

<b>Are you a resident of the Municipality of St. Mary's?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you 18 years of age or older?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you an employee of the Municipality? (Full time, Part time, Casual, Term)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you the spouse (including common law), sibling, child or parent of a Member of Council or of an employee of the Municipality?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



**IMPORTANT NOTICE TO ALL APPLICANTS:** Please be aware that the names of the candidates recommended for appointment to the Audit Committee will be submitted to Council as a public document.

**Applications can be directed to:**

Marvin MacDonald, CAO  
Municipality of St. Mary's  
PO Box 296  
Sherbrooke, NS B0J 3C0

Telephone: 902-522-2432  
Fax: 902-522-2309  
E-mail: Marvin.macdonald@saint-marys.ca

**I certify that the information contained in this application form is accurate.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_