



BYLAW No. 22-899 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to provide for the establishment of the Audit Committee.

Whereas, Section 145 and 146 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, Council may pass bylaws in relation to the establishment and functions of Council committees, and the procedure and conduct of Council committees;

Whereas, the Council of the Municipal District of Greenview No. 16, deems it appropriate to establish an Audit Committee;

Therefore, the Council of the Municipal District of Greenview No. 16, duly assembled, hereby enacts as follows:

1. **TITLE**

1.1. This Bylaw shall be cited as the "Audit Committee Bylaw".

2. **PURPOSE**

2.1. The purpose of this bylaw is to establish the Audit Committee as a Committee of Council, to delegate to it prescribed powers, duties and functions, and to establish rules for the appointment of its members, and its meeting procedures.

3. **DEFINITIONS**

3.1. **Committee** means the Audit Committee established by this bylaw;

3.2. **Council** means the Reeve and Councillors duly elected in the Municipal District of Greenview and who continue to hold office;

3.3. **Greenview** means the Municipal District of Greenview No 16.

3.4. **Internal Controls** means systems, processes and procedures developed to:

- A) Safeguard assets;
- B) Ensure the accuracy of the financial data;
- C) Promote operational efficiency; and
- D) Promote adherence to policies;

3.5. **Member** means an individual appointed to the Committee;

3.6. **Municipal Government Act** means the *Municipal Government Act*, R.S.A. 2000, c.M-26.

4. MANDATE

- 4.1. The Committee assists Council in fulfilling its oversight responsibilities by reviewing reports from:
- A) the Auditor; and the
 - B) Administration on matters relating to:
 - i. Financial statements;
 - ii. Internal Controls;
 - iii. Fraud, misconduct, and policy compliance; and
 - iv. Other related and ancillary matters as may be directed by Council.

5. GENERAL POWERS OF THE COMMITTEE

- 5.1. The Committee may by motion request a report from the Auditor or Administration on matters within its mandate and within approved budgets.
- 5.2. When the Committee reviews a report it may:
- A) Receive it for information;
 - B) Send it to Council with or without recommendations;
 - C) Request additional information about matters relating to the report before sending it to Council with or without recommendations; and
 - D) Make decisions on matters delegated to Committee by Council by this or any other bylaw.

6. REPORTING

- 6.1. The Committee may request additional information from the Auditor about any part of the Auditor's work plan or reports.
- 6.2. The Director of Corporate Services or designate will provide an annual report to the Committee regarding the Auditors performance.

7. FINANCIAL STATEMENTS

- 7.1. The Committee will recommend to Council:
- A) That the annual audited financial statements be approved; and
 - B) Further actions or information that Council may desire in relation to Greenview's financial reporting.

8. FRAUD, MISCONDUCT AND POLICY COMPLIANCE

- 8.1. Administration will present reports on fraud, misconduct, and policy compliance matters within their respective areas of authority to the Committee.
- 8.2. Upon review of fraud, misconduct and policy compliance reports, the Committee may make recommendations to Council regarding:
- A) The adequacy and effectiveness of policies in relation to legal requirements and conflicts of interest; and
 - B) Processes and controls that deter, detect and prevent fraud and misconduct.

9. **MEMBERS, QUOROM, AND ORGANIZATION**

- 9.1. Committee will be comprised of three Councillors, appointed annually by Council during the Organizational Meeting.
- 9.2. Quorum for the Committee will be three Councillors.
- 9.3. On an annual basis the Committee shall designate Members to serve as Chair and Vice Chair, to act in the Chair's absence.
- 9.4. Members may attend and participate in Committee meetings using electronic communication facilities, and Members participating using electronic communication facilities will count towards quorum.
- 9.5. The Committee will follow the meeting and procedural rules in the Greenview Procedural Bylaw.
- 9.6. The Committee will meet annually.

10. **GENERAL**

- 10.1. The Committee will monitor its progress towards achieving its priorities and assess whether it needs to make adjustments periodically:
 - A) Assessing the effectiveness of the Committee and reporting these results to Council; and
 - B) Reviewing its mandate and bylaw and recommending changes to Council.

11. **COMING INTO FORCE**

- 11.1. This Bylaw shall come into force and effect upon the day of final passing and signing.

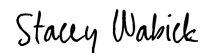
Read a first time this 8 day of March, 2022.

Read a second time this 8 day of March, 2022.

Read a third time this 22 day of March, 2022.



REEVE



CHIEF ADMINISTRATIVE OFFICER