

District of West Vancouver  
**POLICY**

Title: Finance and Audit Committee Terms of Reference

Division: Financial Services

Policy Number: 0141

File Number: 0282-20-0141

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## 1. Mandate

- 1.1. The Finance and Audit Committee (the Committee) is a Standing Committee of Council. The purpose of the Committee is to provide financial, risk management, and audit oversight of District financial operations, and to provide a forum for discussion of District financial issues.

## 2. Role

- 2.1. The Committee will:
- (a) participate in and review the process for the creation of the District's Five-Year Financial Plan;
  - (b) ensure the alignment of the Five-Year Financial Plan with the District's Strategic Plan Goals and Objectives;
  - (c) review the financial risk management framework;
  - (d) oversee District reserve funds, including the Endowment Fund;
  - (e) oversee the District's investment program and performance;
  - (f) review and make recommendations to Council regarding financial policy;
  - (g) review and make recommendations to Council on fees, charges, and necessary changes to strategic direction;
  - (h) review and recommend for approval the annual consolidated financial statements;
  - (i) review the financial implications of outstanding litigation;
  - (j) and consider any other matters referred to the Finance and Audit Committee by Council.
- 2.2. External Audit:
- The external auditor is accountable to Council and the Committee.
- The Committee will:
- (a) review the appointment of the external auditor; assessing performance and recommending appointment or re-appointment of the external auditor;
  - (b) receive assurance from the external auditor on the independence of the external auditor;

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- (c) review the plans and conduct of the annual external audit, including, but not limited to:
  - i. the engagement letter;
  - ii. procedures to review the internal controls and management estimates;
  - iii. materiality limit;
  - iv. areas of financial risk identified by the external auditor; and
  - v. proposed fees.
- (d) review the external auditor's Audit Report and Management Letter, and review management's response and subsequent follow-up on any matters raised by the external auditors.

### 3. Membership

- 3.1. The Committee shall be comprised of seven voting members consisting of six Council members and the Mayor as the Chairperson. A quorum shall be four members of the Committee.

### 4. General Terms and Code of Conduct

- 4.1. Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by the Mayor.
- 4.3. Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5. Confidentiality: Section 117 (Duty to Respect Confidentiality) of the *Community Charter* applies.
- 4.6. Staff will provide on an annual basis, a memorandum to the Mayor and Chief Administrative Officer that contains a high level overview of:
  - (a) the work accomplished by the Committee during the previous year; and

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- (b) any potential changes that could be made to the Committee, including membership changes, in order to increase functionality, productivity, and/or efficiency.
- 4.7. Conflict of Interest: Division 6 (Conflict of Interest) of the *Community Charter* applies.

### 5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All Committee meetings must be held in a District facility and may be held by electronic communications facilities.

### 6. Rules of Procedure


- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy, the Committee Procedure Bylaw and the *Community Charter*.
- 6.2. The public may be excluded from Committee meetings where items consistent with section 90 of the *Community Charter* are discussed.

### 7. Staff Assistance

- 7.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
  - (a) Staff of the Financial Services division; and
  - (b) Staff of the District of West Vancouver as needed.

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**8. Approval**

<b>Approved by</b>	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor
<b>Approval date</b>	2021/07/21	
<b>Council minutes eDocs # (Council Policies only)</b>	n/a	
<b>Council report eDocs # (Council Policies only)</b>	n/a	
<b>Signature</b>	 <b>X</b> _____	

**9. Additional Information**

<b>Category</b>	<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Date of last review</b>	n/a	