



## AUDIT COMMITTEE BYLAW REVIEW WORKING GROUP

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### TERMS OF REFERENCE

Authority	<p>Upon approval by Audit Committee, Report AC2023-0236 will establish the Bylaw Review Working Group and appoint members.</p> <p>The City Auditor's Bylaw 30M2004, Section 11.1.1 indicates "The City Auditor will review this Bylaw 30M2004 every three years (or more frequently if required), in conjunction with the Audit Committee's review of the Audit Committee Bylaw and present any proposed changes to the Audit Committee and Council for approval.</p> <p>The Audit Committee Bylaw 33M2020, Schedule 'A', Section 1(g) indicates "The Audit Committee must review its terms of reference and mandate as set out in this Bylaw and as they may impact the City Auditor Bylaw 30M2004, at least every three years and recommend any changes to Council;"</p>
Mandate	<p>To oversee the process of reviewing and making recommendations to the Audit Committee on proposed amendments to the City Auditor's Bylaw 30M2004, as amended and the Audit Committee Bylaw 33M2020.</p>
Composition	<p>Up to three Members of the Audit Committee.</p>
Term	<p>Appointed for a term to expire once Council have given three readings to any amending bylaws proposed for Bylaws 30M2004, as amended, and 33M2020.</p>
Quorum	<p>Two Members</p>
Chair	<p>A Chair and Vice-Chair must be elected by membership at their first meeting.</p>
Meetings	<p>Meetings will be at the call of the Chair. Closed Meetings, pursuant to the <i>Freedom of Information and Protection of Privacy Act</i>, may be held as required.</p>
Resources	<p>City Auditor Law Department Executive Assistant to Audit Committee</p>
Reports to	<p>Audit Committee</p>