



## **AUDIT COMMITTEE**

### **AUDIT COMMITTEE BYLAW REVIEW SUB-COMMITTEE**

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#### **TERMS OF REFERENCE**

Authority	<p>Pursuant to Section 13 of The Audit Committee Bylaw 48M2012, as amended the Audit Committee is authorized to establish sub-committees as required.</p> <p>Upon approval by Audit Committee, Report AC2019-0290 will establish the Audit Committee Bylaw Review Sub-Committee and appoint members.</p> <p>Section 1(m) of Schedule "A" to Bylaw 48M2012 provides that the Audit Committee "must review its terms of reference and mandate as set out in this Bylaw at least every three years and recommend any changes to Council".</p>
Mandate	<p>The mandate of the Audit Committee Bylaw Review Sub-Committee is to oversee the process of reviewing and making recommendations to the Audit Committee on proposed amendments to Bylaw 48M2012.</p>
Composition	<p>The Audit Committee Bylaw Review Sub-Committee is composed of up to five Members of the Audit Committee.</p>
Term	<p>Members of the Audit Committee Bylaw Review Sub-Committee are appointed for a term to expire once Council have adopted amendments to Bylaw 48M2012 and given three readings to an amending Bylaw.</p>
Quorum	<p>50% plus 1 Member</p>
Chair	<p>A Chair and Vice-Chair of the Audit Committee Bylaw Review Sub-Committee must be elected by membership at their first meeting.</p>
Meetings	<p>Meetings of the Audit Committee Bylaw Review Sub-Committee 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>
Committee Resource	<p>Executive Assistant to the Audit Committee</p>
Reports to	<p>Audit Committee</p>