

FINANCE & AUDIT COMMITTEE POLICY

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1. PREAMBLE

This By-law shall be titled the “Finance & Audit Committee By-law.” The following definitions shall apply:

- “Act” means the Municipal Government Act, R.S.N.S. 1998, Chapter 18;
- “Clerk Treasurer/Chief Administrative Officer” means the Village Clerk Treasurer/Chief Administrative Officer appointed by the Commissioners pursuant to the Act;
- “Commissioner” or “Commissioners” mean a Commissioner or Commissioners for the Village of New Minas within the scope of the Act;
- “Independent” is a person who resides in the Village but is not a member of the Commission nor an Employee of the Village, nor related to an Employee of the Village
- “Village” means the Village of New Minas, Kings County, Nova Scotia.

2. COMMITTEE MEMBERSHIP

The membership of the Committee shall consist of:

- Two Commissioners, who shall be appointed on an annual basis and one of whom shall serve as Chair;
- Two independent citizens of the Village, who shall be appointed on an annual basis;
- The Clerk Treasurer/Chief Administrative Officer, who shall be non-voting.

3. COMMITTEE MEETINGS

- The Committee shall meet at least twice annually on or before June 15 and on or before December 15;
- The Committee shall provide its members with financial literacy training, in particular, how to interpret, read, and review audited financial statements;
- The majority of voting members shall constitute a quorum;
- The Committee shall issue a report outlining its activities and recommendations to the Commission, following each meeting of the Committee.

4. ROLES, RESPONSIBILITIES, & TERMS OF REFERENCE

The Terms of Reference, Roles, & Responsibilities of the Committee

- Analyze the financial condition indicators of the Village;
- Assess risk management controls;
- Ensure the agenda for meetings of the Committee addresses the Terms of Reference of the Committee;
- Fulfill the requirements of the Act;
- Increase the adequacy, effectiveness, integrity, and objectivity of the accounting system, financial reporting, and internal controls of the Village;
- Investigate any alleged acts of wrongdoing;
- Provide advice to the Commission on matters related to finance and audit;
- Review and recommend the approval of engagement terms relative to any audit or special purposes audit to be performed and, upon engagement completion, determine if the terms were met;
- Review any problems and restrictions encountered by the external auditor and the degree of cooperation received by the external auditor;
- Review the Annual Summary Report;
- Review the fee structure, independence, qualifications, quality of service, and performance of the external auditor and recommend to the Commission the appointment or discharge of the external auditor;
- Review, in detail, the audited financial statements with the external auditor and management and, if satisfied that the statements fairly and accurately reflect the financial position of the Village, recommend their acceptance to the Commission.