



## 2023 Audit and Finance Committee Meeting Dates

<b>Date</b>	June 1, 2023
<b>To</b>	Audit and Finance Committee
<b>From</b>	City Clerk's Office
<b>Service Area</b>	Office of the City Clerk
<b>Item No.</b>	AFC23-1

### RECOMMENDATION

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The Audit and Finance Committee recommends that City Council:

1. Approve the following 2023 meeting dates of the Audit and Finance Committee:
  - Thursday, June 15, 2023 at 4 p.m.
  - Thursday, August 17, 2023 at 4 p.m.
  - Thursday, October 19, 2023 at 4 p.m.
  - Thursday, November 30, 2023 at 4 p.m.
2. Approve the first meeting in 2024 of the Audit and Finance Committee to be held on Thursday, January 18, 2024; and
3. Approve these recommendations at its June 7, 2023 meeting.

### ISSUE

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*The Procedure Bylaw, Bylaw No. 9004*, requires that the main committees of Council shall be held on the dates and at the times approved by City Council each year.

This report recommends scheduled meetings of the Audit and Finance Committee for approval by City Council.

## **IMPACTS**

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There are no financial, environmental, risk/legal or other implications or considerations.

## **OTHER OPTIONS**

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Option # 1 – Revised Dates/Times

- In accordance with its Terms of Reference the Audit and Finance Committee shall meet at least four times per year. Therefore, an alternate frequency to meet more or less often could be adopted.
- An alternate day and/or start time could be considered, keeping in mind the commitments of the appointed members and Administration, previously scheduled Council and Committee meetings, and the option for public participation.

## **COMMUNICATIONS**

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This report will be considered at the June 1, 2023 meeting of the Audit and Finance Committee and the June 7, 2023 meeting of Council.

All scheduled meeting dates and related agendas and minutes are published to the City's website in accordance with the procedure bylaw.

## **DISCUSSION**

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At its meeting on February 22, 2023, City Council approved the establishment of the Audit and Finance Committee and related bylaw amendments.

### **Scheduling Meeting Dates**

Section 5(1.4) of *The Procedure Bylaw, Bylaw No. 9004* states that any main committees that are composed of some citizen members shall at their first meeting in the year approve the meeting times for those meeting dates set by Council.

The proposed 2023 meeting schedule of the Audit and Finance Committee is outlined in the recommendation of this report.

It is also proposed that the Audit and Finance Committee select a date for its first meeting in 2024. It is proposed the Committee hold its first meeting of 2024 on Thursday, January 18, 2024.

### **Nomination Subcommittee and Annual Nominating Subcommittee Meeting**

A review of the annual appointment process to boards, committees and commissions of Council was conducted in 2022. It was identified that a new informal governance process be adopted for nominating applicants to City Council, to be appointed to a board, committee or commission of Council. As a result, a nominating subcommittee is to be established for each quasi-judicial board, committee and commission of Council where citizen members are appointed to them.

#### Composition of the Nominating Subcommittee

The composition of the nominating subcommittee for this committee will be composed of the three members of Council that have been appointed to the Audit and Finance Committee.

#### Nominating Subcommittee Meeting and Role

A nominating subcommittee meeting is scheduled in conjunction with the annual appointment process timelines to ensure the target date is met for the report that is required to be prepared for Council's consideration at their first meeting in November of each year. Given there is no current citizen member that has a term expiring at the end of 2023, a nominating subcommittee meeting will not be scheduled this year, respecting citizen member appointments to the Audit and Finance Committee.

The role of the nominating subcommittee is to review the applications that are received, to fill any Committee vacancies, by the application deadline and submit a list of recommended nominees to City Council for their consideration to approve for appointments based on the evaluation criteria that will be provided to the nominating subcommittee.


### **DECISION HISTORY**

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*The Procedure Bylaw, Bylaw No. 9004*, requires that the main committees of Council shall be held on the dates and at the times approved by City Council each year.

Respectfully Submitted,

Respectfully Submitted,



Amber Ackerman, Deputy City Clerk

5/26/2023



Jim Nicol, City Clerk

5/26/2023

Prepared by: Janice Hudson, Council Officer