

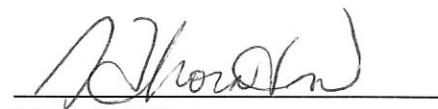


TOWN OF WINDSOR

AUDIT COMMITTEE POLICY

1. **Authority:** The authority and role of the Audit Committee is provided for in the Municipal Government Act section 44 and the Financial Reporting and Accounting Manual (FRAM).
2. **Purpose:** The purpose of this policy is to help Council meet its fundamental responsibilities under Section 44 of the MGA.
3. **Audit Committee:**
 - 3.1 The Council shall annually appoint an Audit Committee.
 - 3.2 The Audit Committee will include all members of Council and one person who is not a member of council or an employee of the municipality.
 - 3.3 The term for the person who is not a member of council or an employee of the Municipality will be for 24 months. For the purpose of this policy, this person will be referred to as *a member at large*.
 - 3.4 The Mayor or Deputy Mayor in the Mayor's absence, will chair the Audit Committee.
 - 3.5 All Committee members serve without pay.
4. **Appointed officials and staff support**
 - 4.1 The CAO and Director of Finance (or their designate) will provide advice and staff support to the Committee.
 - 4.2 The Municipal Clerk (or their designate) will record the meeting minutes.
5. **The role of the Audit Committee:**
 - 5.1 Review the audited annual financial statements with management and the external auditor and recommend their acceptance to council.
 - 5.2 Meet at least twice a fiscal year or more often if deemed necessary. Generally before the commencement of the annual audit and after the completion of the audit, to review the annual financial report and the auditors evaluation of internal controls.
 - 5.3 Provide better communication between the auditor and council, and promote better understanding of the audit process.
 - 5.4 Enhance the external auditor's independent position.


Mayor


Municipal Clerk