

CITY OF ST. ALBERT

BYLAW 30/2002

Consolidated by Bylaw 13/2005

A Bylaw to Establish and Define the Functions of the Finance  
and Audit Committee.

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WHEREAS Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions.

AND WHEREAS Council wishes to establish a council committee to assist Council with matters related to the financial operations of the City.

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

Title

1. This Bylaw may be referred to as the "Finance and Audit Committee Bylaw".

Definitions

2. In this Bylaw:

- (a) "City" means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City;
- (b) "Committee" means the Finance and Audit Committee established by this Bylaw;
- (c) "Council" means the municipal council of the City of St. Albert;
- (d) "Interested party" means an individual or group specifically invited by the Committee to attend a specified Committee meeting to address a specific item on the Committee's agenda; **(BL 37/2002)**
- (e) "Procedure Bylaw" means Bylaw 12/99 and includes any amendments or successor bylaws thereto.

Establishment

3. A council committee is hereby established. The name of the council committee shall be the Finance and Audit Committee.

Membership

4. The Committee shall consist of all members of Council. **(BL 18/2003)**
5. **(Deleted by BL 18/2003)**
6. (1) Annually, Council will, by resolution, designate one (1) member as Chair. The appointment of the Chair of the Committee shall be done at the same time as the annual appointments of Council members to other committees. **(BL 37/2002; BL 18/2003)**
- (2) In the event that a permanent vacancy of the Chair of the Committee occurs during the year Council shall, by resolution, appoint another member of the Committee to serve as Chair of the Committee for the remainder of the vacating member's term. **(BL 37/2002; BL 18/2003; BL 13/2005)**

- (3) In the case of a temporary absence of the Chair, the members present shall appoint another member of the Committee to serve as Acting Chair during such absence. **(BL 13/2005)**

7. **(Deleted by BL 18/2003)**

8. **(Deleted by BL 18/2003)**

9. **(Deleted by BL 37/2002)**

#### Non-Voting Members

10. **(Deleted by BL 18/2003)**

#### Quorum, Meetings and Rules of Procedure

11. A quorum at any Committee meeting shall be a majority of the members.  
**(BL 18/2003)**

12. (1) The Committee shall meet, as required, at the call of the Chair. **(BL 13/2005)**

(2) In the event that the Chair is unwilling or unable to call a meeting of the Committee, any member of Council may request that Council, by resolution, call a meeting of the Committee. **(BL 13/2005)**

13. (1) The Chair shall, in ensuring that the Committee fulfills its roles and responsibilities as defined in this Bylaw, undertake the following:

(a) schedule and chair Committee meetings; **(BL 13/2005)**

(b) approve agendas for Committee meetings in consultation with the administration; **(BL 13/2005)**

(c) sign minutes of the Committee proceedings along with the City Manager;

(d) liaise with the administration; and

(e) report to Council on behalf of the Committee.

(2) **(Deleted by BL 13/2005)**

14. The Committee Chair may invite, or accept requests from, interested parties to attend Committee meetings to make verbal presentations or to make written submissions to the Committee on a specific item on the Committee's agenda. **(BL 13/2005)**

15. Except as modified by specific provisions of this Bylaw, the Committee shall conduct itself in accordance with the Procedure Bylaw. **(BL 37/2002) (BL 13/2005)**

#### Committee Roles and Responsibilities

16. The Committee shall:

(a) **(Deleted by BL 13/2005);**

(b) **(Deleted by BL 13/2005);**

(c) review and make recommendations to Council on the long-range financial plan in relation to the corporate business plan;

- (d) review and recommend to Council the establishment of financial policies on issues such as debt management, reserve utilization, investment practices, budget transfers, or any other policy that the Committee deems necessary;
  - (e) review and make recommendations to Council on the priority setting criteria for capital projects and the establishment of a long-range capital plan for a minimum of ten (10) years;
  - (f) review and recommend to Council policies regarding user fees; **(BL 13/2005)**
  - (g) review and recommend to Council guidelines for budget preparation; **(BL 13/2005)**
  - (h) **(Deleted by BL 13/2005)**
  - (i) review any audit findings, along with management's response, resulting from the annual audit of the financial statements and, where necessary, make recommendations to Council for change; and **(BL 13/2005)**
  - (j) **(Deleted by BL 13/2005)**
  - (k) **(Deleted by BL 13/2005)**
  - (l) **(Deleted by BL 13/2005)**
  - (m) review and, where necessary, make recommendations to Council respecting any significant or unusual financial transactions, accounting treatments or estimates. **(BL 13/2005)**
17. **(Deleted by BL 13/2005)**
18. **(Deleted by BL 13/2005)**