



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and members of Council

Submitted by: _____
Deanna Snair

Date: November 26, 2024

Subject: Audit Committee Appointment

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 44, Subsection 4 and 5
WHRM Meeting and Committee Procedural Policy RCOGE-003.00 – Appendix E

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

Council approves the re-appointment of Meagan Halverson to the Audit Committee for the period of November 1, 2024 - October 31, 2025.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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The function of the Audit Committee is to provide advice to Council on all matters relating to audit and finance with the objective of the Committee being to:

- a) fulfil the requirements outlined in Section 44 of the Municipal Government Act; and
- b) assist Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial report, risk management and internal controls.

Following the guidelines in Council's Meeting and Committee Procedural Policy, RCOGE-003.00 - Appendix E, the Audit Committee will consist of five (5) members;

- a) the Mayor;
- b) two (2) members of Council appointed by resolution of Council ;
- c) two (2) members of the public appointed by resolution of Council.

Members of the committee serve a one-year term and are eligible for reappointment to serve up to two – one-year terms.

DISCUSSION

The committee currently has one resident member vacancy to be filled. Ms. Halverson was eligible to reapply for a second term and has expressed interest in remaining on the committee for a second term, which will fulfill the committee's composition until Ms. Duffy's term expires in December of 2024.

The recommended resident appointment would be to reappoint Ms. Halverson for a second one (1) year term expiring October 31, 2024. Ms. Duffey's term will expire on December 31, 2024 at which time the vacancy will be advertised for expressions of interest and a report will be presented to Council for consideration.

The vacancy (Ms. Halverson) was advertised in the local paper as well as the municipal website and social media pages. Ms. Halverson was the only expression of interest received.

It should be noted that in order to qualify, resident members must demonstrate that they are sufficiently versed in financial matters. All applications received go through an evaluation process to determine their level of financial experience and knowledge in addition to being reviewed by the Director of Financial Services. Based on this evaluation and Ms. Halverson's previous appointment, staff are recommending Meagan Halverson be recommended to fill the vacant resident member spot.

NEXT STEPS

Once approved at the Council meeting the successful applicant will be notified of the appointment.

FINANCIAL IMPLICATIONS

In accordance with the Council Remuneration Policy, resident committee members are provided a meeting honorarium. The associated costs are included in the annual operating budget.

ALTERNATIVES

N/A

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Reviewed by: _____

Carlee Rochon, Director of Financial Services

Report Approved by: _____

Mark Phillips, Chief Administrative Officer