

BYLAW 15-2019

STRATHCONA COUNTY

A BYLAW TO ESTABLISH THE AUDITOR SELECTION COMMITTEE.

AS:

- A. Section 145 of the *Municipal Government Act* provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies;
- B. Section 153 of the *Municipal Government Act*, the Mayor is a member of all Council committees unless specifically excluded; and
- C. it is desirable to establish an Auditor Selection Committee.

Council enacts:

Part I – Purpose, Definitions, and Interpretation

Short title	1	This bylaw may be cited as the "Auditor Selection Committee Bylaw".
Purpose	2	The purpose of this bylaw is to establish a Council committee named the Auditor Selection Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.
Interpretation	3	<p>The following rules apply to interpretation of this bylaw:</p> <ul style="list-style-type: none">(a) The marginal notes and headings in this bylaw are for reference purposes only;(b) If there is a conflict between a provision of this bylaw and an enactment, the enactment governs;(c) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established under the enactment or bylaw; and(d) Actions authorized by this bylaw must be performed in compliance with all applicable trade agreements and treaties, enactments, bylaws, and the County's policies and procedures.
Definitions	4	<p>In this bylaw, words have the meaning given to them in this section, but if not defined in this bylaw, they have the same meaning as under the <i>Municipal Government Act</i>:</p> <ul style="list-style-type: none">(a) "Act" means the <i>Municipal Government Act</i>, RSA 2000, c M-26;(b) "Chief Commissioner" means the Chief Administrative Officer for the County or delegate;(c) "Committee" means the Auditor Selection Committee;(d) "Council" means the elected governing body of the County;(e) "Councillor" means an individual elected to Council, including the Mayor; and

- (f) "County" means the specialized municipality and municipal corporation of Strathcona County, established under Order 761/95 pursuant to the Municipal Government Act.

Part II – Establishment, Mandate, and Terms of Reference

Establishment	5	The Auditor Selection Committee is established as a Council committee.
Mandate	6	The Committee will meet regularly to conduct the procurement process for the recommendation of the external auditor for a one year term, annually renewable for up to four additional one-year terms.
Terms of Reference	7	<p>The Committee will fulfill its mandate by:</p> <ul style="list-style-type: none">(a) Participating in the competitive procurement process and approving the statement of deliverables that will be used by the County to procure a firm to provide external audit services;(b) Reviewing and evaluating the submissions from external firms;(c) Conducting interviews with firms shortlisted based on the evaluated submissions from external firms;(d) Keeping all submissions, interviews and evaluation proceedings confidential, as required by law; and(e) Recommending the appointment of the preferred external firm to Council.

Part III – Membership and Quorum

Members and voting	8	Council will appoint four Councillors as voting members of the Committee.
Mayor not a member	9	The Mayor is not a member of the Committee.
Chair and Vice-chair	10	The Committee will elect a Chair and Vice-Chair from among its voting members.
Chair's Duties	11	The Chair will preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair will perform those duties.
Quorum	12	All voting members of the Committee are required for quorum at a Committee meeting.

Part IV – Procedures

Procedures	13	The Committee will follow the meeting procedures set out in the Strathcona County Meeting Procedures Bylaw.
Public Meetings	14	Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Municipal Government Act.

Part V – Chief Commissioner’s Role

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| Chief Commissioner | 15 | The Chief Commissioner is not a member of the Committee and cannot vote on any matter before the Committee. |
| Chief Commissioner duties | 16 | <p>The Chief Commissioner will perform the following duties and functions for the Committee:</p> <ul style="list-style-type: none">(a) Publish the Committee’s meeting schedules and notices;(b) Provide technical, administrative, meeting space, meeting management and other supports to the Committee as required for its meetings; and(c) Manage the Committee’s minutes and records. |

Part VI – General

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| Repeals | 17 | The Committee terminates and this Bylaw is repealed thirty days after the day that the Committee delivers its recommendation to Council regarding the selection of the external auditor. |
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First reading: _____

Second reading: _____

Third reading: _____

Date Signed: _____

Mayor

Director, Legislative and Legal Services