

Advisory Committee Name:	Pelham Finance and Audit Committee
Meeting Date and Time:	Fourth Tuesday of the Month (quarterly or as needed with the Budget Schedule) 4:00 p.m. – 5:30 p.m.
Meeting Location:	TBD

Purpose

The purpose of the Pelham Finance and Audit Committee is to provide oversight, advice and guidance to Town of Pelham (the “Town”) Council and Town staff regarding the selection of auditors, annual audited financial statements, and financial policies and reporting practices.

Mandate

The mandate of the Pelham Finance and Audit Committee is to provide oversight of, and make recommendations as required, with respect to the following areas:

1. Audit Function, including:
 - Selection and appointment of auditors; and
 - Audit results and the management letter.
2. Financial Reporting, including:
 - Regular financial reports related to operations and capital;
 - Review and recommend Operating Capital and Rate budgets; and
 - Audited financial statements and review of the Town’s Annual Plan.
3. Provide Guidance to Council and Town Staff regarding financial controls:
 - Council may direct the Pelham Finance and Audit Committee to review and report back to Council on any financial matter.

Membership

The Pelham Finance and Audit Committee shall be appointed by Town Council, and comprised of the following:

- Up to Three (3) Town Councillors;
- Up to Four (4) resident representatives;
- Director of Corporate Services, or designate (as a resource); and
- Secretary (as an administrative resource).

Pelham residents must meet the following criteria to be eligible for appointment:

- Resident of the Town of Pelham;
- Must sign the Councillor Code of Conduct;

- Possess a Chartered Professional Accountant designation in good standing and be a graduate of a recognized post-secondary institution;
- Be independent and willing to challenge Council and Town staff when necessary;
- An aptitude for complex organizational effectiveness and governance, and an awareness of the Town's operations;
- A general understanding of the Town's major economic, operating and financial risks;
- An understanding of the difference between the oversight function of the Pelham Finance and Audit Committee and the decision-making function of Council and Town staff; and
- Must sign Confidentiality Agreement.

The meetings of the Pelham Finance and Audit Committee are public and may be recorded and posted to the Town's website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA".

Schedule and Location of Meetings

The Pelham Finance and Audit Committee shall meet on the Fourth Tuesday of the Month (quarterly or as needed with the Budget Schedule)
4:00 p.m. – 5:30 p.m., however, additional meetings may be scheduled to deal with any urgent matters subject to the availability of Members and staff.

Committees are entitled to a summer/ vacation break.

Term of Committee

The term of membership shall be four (4) years, aligned with Town Council's elected term of office subject to the election period, and the memberships shall be approved by Council in accordance with membership requirements.

Please note, Committees do not meeting during the election period which commences on Nomination Day as determined by the *Municipal Elections Act, 1996*.

Resources

The Corporate Services department is the designated lead department providing support for the Pelham Finance and Audit Committee; however, the Pelham Finance

and Audit Committee also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

Meeting Protocols

Advisory and Statutory Committees are governed by the Town of Pelham's Procedural By-law, as amended. See relevant Section.

Consent

By applying to the Pelham Finance and Audit Committee, you have agreed, consented and understand all the provisions within these Terms of Reference.

Amendments to the Terms of Reference

The Terms of Reference shall be reviewed and refined every four years to ensure that they remain current and meaningful. This four-year period shall run with the Term of Council.

Proposals to amend the Terms of Reference must be approved by the Committee and Council.

Council Approval Date: February 21, 2023

Amended: April 16, 2025