



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Claudia Jesson  
Director, City Clerk's Office

**Date:** September 19, 2025  
**File:** 03-0950-02

**Re:** Referral Response – Finance and Audit Committee

### Staff Recommendation

That the amended Terms of Reference for the Finance and Audit Committee as outlined in the report dated September 19, 2023 titled "Referral Response – Finance and Audit Committee," from the Director, City Clerk's Office, be approved.

Claudia Jesson  
Director, City Clerk's Office  
(604-276-4006)

Att. 1

| REPORT CONCURRENCE                |                                     |                                       |
|-----------------------------------|-------------------------------------|---------------------------------------|
| <b>ROUTED TO:</b>                 | <b>CONCURRENCE</b>                  | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Business Services                 | <input checked="" type="checkbox"/> |                                       |
| Finance                           | <input checked="" type="checkbox"/> |                                       |
| <b>SENIOR STAFF REPORT REVIEW</b> | <b>INITIALS:</b><br>                | <b>APPROVED BY CAO</b><br>            |

## Staff Report

### Origin

At the Open General Purposes Committee meeting held on July 7, 2025, the following resolution was adopted:

- 1) *That Council change the name of the Finance Committee to the "Finance and Audit Committee"; and,*
- 2) *That it be referred to staff to alter the Terms of Reference of said Finance and Audit Committee to include responsibilities relating to internal audits and report back.*

This report responds to the above noted resolution and supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

*4.2 Seek improvements and efficiencies in all aspects of City business.*

*4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.*

### Analysis

The purpose of the Finance Committee as defined in its Terms of Reference is to oversee the financial planning, management and reporting matters of the City, to provide recommendations to City Council and to serve as the City's Audit Committee.

The General Purposes Committee, at its meeting held on July 7, 2025, discussed the desire for the organization to enhance its internal audit activities and provide additional information to Council by expanding the scope of the Finance Committee. As a result, amendments to the Terms of Reference have been drafted as follows:

- Name of Committee changed to "Finance and Audit Committee"
- Specific Areas of Responsibilities has been expanded to include the following:
  - Other financial planning, management and reporting matters
  - Internal audit plans and reports
  - Richmond Olympic Oval Corporation financial reports
  - Lulu Island Energy Company financial reports
- Committee Responsibilities expanded to include oversight of Internal Audit Plans and Reports with the role of the Committee to:
  - Review and provide input into Internal Audit Plans
  - Review internal audit reports including findings and recommendations

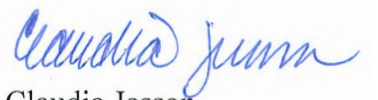
A redlined version of the Terms of Reference is included as Attachment 1.

### **Financial Impact**

None.

### **Conclusion**

In alignment with Council's strategic focus on responsible financial management and governance, staff were directed to prepare updates to the Terms of Reference of the Finance Committee. The draft amended Terms of Reference as presented in this report reflect the expanded scope of the Committee.



Claudia Jesson  
Director, City Clerk's Office  
(604-276-4006)

Att. 1: Amended Terms of Reference

**City of Richmond  
Finance and Audit Committee  
Terms of Reference**

**Committee Name:** Finance and Audit Committee

**Committee Chair:** Mayor

**Responsible to:** Richmond City Council

**Purpose**

The purpose of the Finance and Audit Committee is to oversee significant financial planning, management and reporting matters of the City, to provide recommendations to City Council and to serve as the City's Audit Committee.

**Membership**

The committee is composed of all members of City Council. The Chair of the Committee is the Mayor.

**Meetings**

Meetings are scheduled for the first Monday of each month immediately following the General Purposes Committee meeting. If there are insufficient agenda items, a meeting may be cancelled or if there are matters requiring urgent attention, a meeting may be called at the request of the Chair.

**Specific Areas of Responsibilities**

The Committee is responsible for the following:

1. City's 5 Year Financial Plan and Expenditure Bylaw
2. Annual Operating and Capital Budget
3. Annual Library Budget
4. Annual Tax Rate Bylaw
5. Annual Utility Budget
6. Annual Utility Rate Bylaw
7. Annual Audited Financial Statements, Audit Report and Management letter
8. Annual Report
9. Report under the Financial Information Act
10. Permissive Tax Exemptions
11. Development Cost Charges Bylaw
12. Consolidated Fees Bylaw