

Motion for General Purposes Committee Meeting Monday July 7, 2025

Councillors: Carol Day, Laura Gillanders, Michael Wolfe

Motion:

- 1. That Council change the name of the Finance Committee to the “Finance and Audit Committee”.**
- 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.**

Rationale and Background

The motion is for council to take measures to improve financial accountability, transparency and increase council oversight on financial matters. The motion is consistent with Richmond City Council strategic plan 4: Responsible Financial Management and Governance. 4.2: Seek improvements and efficiencies in all aspects of City business. 4.3: Foster community trust through open, transparent, and accountable budgeting practices.

While the city has internal financial controls already in place, the current events regarding unaccounted for gift cards and Olympic Oval salaries and travel, have highlighted the need for increased internal auditing and council oversight into financial matters. The public should see the city take immediate action over and above any investigations currently taking place, ensuring that tax dollars are protected and accounted for.

The terms of reference for the city’s finance committee states that one of the purposes of the committee is to serve as the city’s audit committee. The committee’s specific areas of responsibility include the appointment of the external auditor and review of the external audit planning letter, review findings and recommendations made by the city’s external auditor, etc. The terms of reference of the newly named committee should be expanded to include all these responsibilities as they relate to internal audits as well as external.

City of Richmond

Terms of Reference – Finance Committee

Committee Name: Finance Committee

Committee Chair: Mayor Brodie

Responsible to: Richmond City Council

Purpose:

The purpose of the Finance Committee 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.

Specific Areas of Responsibilities

The Committee is responsible for the following:

1. Annual Audited Financial Statements, Audit Report and Management letter
2. Annual Library Budget
3. Annual Operating and Capital Budget
4. Annual Report
5. Annual Statement of Financial Information under the Financial Information Act
6. Annual Tax Rate Bylaw
7. Annual Utility Budget
8. Annual Utility Rate Bylaw
9. Borrowing Bylaw
10. City's 5 Year Financial Plan and Expenditure Bylaw
11. Consolidated Fees Bylaw
12. Development Cost Charges Bylaw
13. Establishment of reserves
14. Finance policies
15. Insurance coverage
16. Investment management activities
17. Long Term Financial Management Strategies
18. Other significant financial planning, management and reporting matters
19. Permissive Tax Exemptions
20. Purchasing activity
21. Quarterly Capital Project updates
22. Quarterly Financial information
23. Selection of banker and bank signing officers

<p style="text-align: center;">City of Richmond Terms of Reference – Finance Committee</p>
--

- 2 -

Committee responsibilities

1. Review and recommend the appointment of the City's External Auditor
2. Review of the audit planning letter
3. Review the appropriateness and adequacy of the City's financial and management control and information systems and management practices, including system controls and security
4. Review significant findings and recommendations made by the City's External Auditor, together with staff responses
5. Upon completion of the annual audit of the City's consolidated financial statements, the Committee will review with staff and the External Auditor and advise Council with respect to:
 - The City's annual financial statement and related notes, are fairly represented in all material aspects in accordance with generally accepted accounting principles;
 - Any proposed changes in accounting policies, financial statement presentation or in the financial statement notes;
 - Regulatory matters and legal claims or potential claims that may have a material effect on the financial statements;
 - Such other matters concerning the audit procedures or findings that Generally Accepted Auditing Standards require the External Auditor to discuss with the Audit Committee; and
 - Any matters that the external auditors wish to bring to the attention of Council

Membership

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

Meetings

Meetings are scheduled in advance and are normally held on the first Monday of each month. If there are insufficient agenda items, a meeting may be cancelled or if there are matters requiring urgent attention, an additional meeting may be called at the request of the Chair.

<p style="text-align: center;">City of Richmond Terms of Reference – Finance Committee</p>
--

- 3 -

Summary of Key Dates

Meetings are scheduled based on the timing associated with the following requirements:

▪ Quarterly Financial Information	Three times per year
▪ Capital Budget Spending	Three times per year
▪ Operating, Utility, and Capital Budget	One time per year
▪ 5 Year Financial Plan and 5 Year Financial Plan Amendments	Two times per year
▪ Annual Statement of Financial Information (SOFI)	One time per year

* * * *