

**Bylaw No. 1206-2024**  
**AUDIT COMMITTEE BYLAW**

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**A BY-LAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO  
ESTABLISH AN AUDIT COMMITTEE**

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Sections 145 and 146 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, authorizes Council to establish Committees and other bodies and to prescribe the membership of these Committees or other bodies;

**AND**, the City of Leduc is desirous of establishing a committee to provide liaison between Council and the City Auditor;

**THEREFORE**, the Council of the City of Leduc in the Province of Alberta duly assembled, hereby enacts as follows:

**PART I: BYLAW TITLE**

1. That bylaw shall be known as the "Audit Committee Bylaw".

**PART II: DEFINITIONS**

2. In this Bylaw:
  - (1) "Auditor" means the person or company appointed by Council to conduct the annual audit for the City;
  - (2) "City" means the Municipal Corporation of the City of Leduc;
  - (3) "City Manager" means the person appointed to the position of Chief Administration Officer by Council and includes any person that the City Manager may appoint as delegate, or as designate for the purpose of carrying out his responsibilities under this Bylaw;
  - (4) "Committee" means the Audit Committee;
  - (5) "Council" means the Council of the City;
  - (6) "Councillor" means a member of Council other than the Mayor;
  - (7) "Mayor" means the mayor of the City;
  - (8) "Member" means an appointed member of the Committee; and

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- (9) "Organizational Meeting" means a stand-alone meeting, or a portion of a regular Council Meeting, during which organizational matters are addressed by Council, including the appointment of Council members to various boards, committees and commissions.

**PART III: DUTIES AND FUNCTIONS OF THE COMMITTEE**

3. The Audit Committee shall act as a liaison between Council and the Auditor.
4. The Audit Committee shall represent Council at pre-audit and post-audit meetings with the Auditor.
5. The Committee may report to Council on the discussions or proceedings of a meeting with the Auditor, if the members of the Committee deem it to be beneficial to Council.

**PART IV: MEMBERSHIP**

6. The Committee shall consist of the following Members:
  - (1) the Mayor; and
  - (2) two (2) Councillors, as appointed by Council.
7. An alternate member from Council may be appointed. The alternate assumes the authorities and obligations of a Member during the absence of that Member.
8. The City Manager shall attend meetings of the Committee in an advisory capacity and may designate additional City employees to attend as appropriate to facilitate discussions.
9. Appointments to the Committee shall be made and shall take effect at the annual Organizational Meeting of Council.
10. A Member's term of appointment shall expire concurrently with new appointments made during the following year's Organizational Meeting.
11. If a position on the Committee becomes vacant before the next Organizational Meeting,
  - (1) due to the resignation of a Member,
  - (2) due to the resignation of a Member from their position on Council,
  - (3) as a result of an order from a judge of the Court of King's Bench declaring the Member to be disqualified from Council, or

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(4) by resolution of Council,

Council may appoint another member of Council to the vacant position before the next meeting of the Committee with the Auditor.

READ A FIRST TIME IN COUNCIL THIS 13<sup>TH</sup> DAY OF JANUARY, 2025.

READ A SECOND TIME IN COUNCIL THIS 20<sup>TH</sup> DAY OF JANUARY, 2025.

READ A THIRD TIME IN COUNCIL THIS 20<sup>TH</sup> DAY OF JANUARY, 2025.

“Original Signed”

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**MAYOR**

“Original Signed”

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**CITY CLERK**

January 20, 2025

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**Date Signed**