

The following outlines the eligibility and recruitment process for appointing independent qualified members of the public to serve on the City of Vaughan's Audit Committee, should option 1 as contained in the report be approved:

ELIGIBILITY

- A resident, owner or tenant of land in the City of Vaughan or a non-resident Vaughan based organizational or business representative.
- Completion of the Certified Internal Auditor (CIA) designation or an Accounting Designation (CPA). Other designations, such as the Certification in Risk Management Assurance (CRMA), Certified Information System Auditor (CISA) or a Certified Fraud Examiner (CFE) will also be considered.
- Completion of a University Degree. A degree specializing in Business Administration (MBA, BBA, etc.) or Public Administration would be considered an asset.
- A minimum of 10 years of professional experience.
- Be independent of the internal or external auditors of the City of Vaughan.
- Be independent of the Mayor and Members of Council and the City's Administration.
- Satisfactory criminal record check.

The Prospective Candidate Cannot Be:

- An elected official of the Region of York Council or of the Council of a municipality in the Region of York.
- A current employee of the City of Vaughan or an employee of any municipality within and including the Region of York.
- A current vendor or have any other business interest with the City of Vaughan.

DESIRED COMPETENCIES

- A strong understanding of the City's risks, including, strategic, operational, financial, compliance and reputational risks.
- Have a broad awareness of the interrelationship of the City's operations and its financial reporting.
- Financial expertise including an understanding of financial statements and financial controls.
- Have an aptitude for complex organizational effectiveness and governance.
- Information technology expertise or background including IT Governance, IT Security and Information Management.
- Professionals who in the course of their duties are required to adhere to codes or standards of their profession.
- A strong passion for the City of Vaughan, working collaboratively to advance the City's strategic mission, vision and goals.
- Demonstrated ability to innovate and develop strategic vision.

- Understand the difference between the oversight function of the Audit Committee and the decision-making function of management.
- Excellent verbal, written, listening, teamwork, and collaboration skills.
- Prior Audit Committee experience or working on a committee, task force or similar setting would be considered an asset.
- Expected to gain familiarity with the City's Audit Committee Charter, Internal Audit Policy and the City's Procedure By-law 7-2011.
- Members will be expected to contribute their expertise actively during meetings of the Audit Committee.

NON-ELECTED MEMBER SELECTION PROCESS

The Audit Committee Charter and a posting outlining the eligibility criteria and desired competencies for the position will be posted on the City of Vaughan's website. Advertisements may also be placed in local newspapers.

Applicants will be required to communicate their qualifications and experience in a cover letter and resume.

The Director of Internal Audit will review all the applications and develop a short-list of prospective candidates based on those applicants whose qualifications best meets the eligibility and desired competencies for the position. The short-listed candidates will be contacted by the Office of the City Clerk to attend an in person or virtual interview. The interview panel will include the City Clerk, the Director of Internal Audit and the Deputy City Manager, Corporate Services, City Treasurer and CFO.

After the interview is complete, the Interview Panel shall forward a report to Committee of the Whole – Closed Session with a recommendation regarding the suitability of the prospective candidates. Council shall appoint non-elected members to the Audit Committee.

The term of membership for new members appointed through this process will coincide with the term of Council.

If an appointed member ceases to be a member before the expiration of their term, Council may appoint another eligible person for the remainder of the term of Council.