



**CONFIDENTIAL  
M E M O R A N D U M**

TO: Executive Committee Members

CC: Scott Logan, CEO

FROM: S. Dale MacLennan, CA, Senior Director of Finance & Administration

DATE: December 8, 2006

**SUBJECT: Audit Committee - Terms of Reference & Chair Selection Process**

---

**BACKGROUND**

The existence of an Audit Committee has been approved as part of the Governance Policy approved by the Board of Directors of the 2014 Halifax Commonwealth Games Candidate City Society (the Society). The Audit Committee is charged not only with the protection of the financial assets of the Society, but also with the protection of the Society's reputation.

A draft Terms of Reference (attachment A) has been drafted for the Audit Committee for the Society that will subsequently be used by the Board of Directors and Audit Committee as the basis for assigning formal authority and accountability to the Audit Committee.

To assist in the selection process for the recruitment of an Audit Committee Chair and Audit Committee members, a description of the following items (attachment B) has been developed for use by the Chair of the Society:

1. the role of the Audit Committee for the Halifax 2014 Commonwealth Games Bid Society;
2. the role of the Audit Committee Chair; and
3. the governance model for the Society.

**ATTACHMENTS**

Attachment A - Audit Committee Terms of Reference  
Attachment B - Introduction to the Audit Committee

---

**Halifax 2014**

Tel: (902) 490-2014 Fax: (902) 490-7488  
E-mail: info@2014Halifax.com Website: www.2014Halifax.com

---

**Halifax 2014**

Tel: (902) 490-2014      Fax: (902) 490-7488  
E-mail: [info@2014Halifax.com](mailto:info@2014Halifax.com)      Website: [www.2014Halifax.com](http://www.2014Halifax.com)