



TERMS OF REFERENCE COMPLIANCE AUDIT COMMITTEE

Authorizing or Mandating Legislation: Municipal Elections Act, 1996 – section 88.37

Procedural By-law: By-law 55-2016, as amended from time to time

Term: December 1, 2018 to November 14, 2022

Approved: May 14, 2018

1.0 PURPOSE

To fulfill the mandatory requirements of section 88.37 of the Municipal Elections Act, 1996.

2.0 COMMITTEE PARTICULARS

2.1 Type: Statutory

2.2 Resources:

- 2.2.1 Internal: Director of Corporate Services/Clerk
- 2.2.2 Staff Support: Deputy Clerk-Administrative Services
- 2.2.3 Number of Council Members: None

2.3 Number of Community Members:

Three, drawn from the following groups:

- 2.3.1 Accounting and audit-accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- 2.3.2 Academic- college or university professors with expertise in political science or local government administration;
- 2.3.3 Legal; and/or
- 2.3.4 Other individual with knowledge of the campaign financing rules of the Municipal Elections Act, 1996.

2.4 Meeting Frequency: As may be required under the Municipal Elections Act.

2.5 Remuneration: \$100.00 per attendance

3.0 SCOPE OF WORK

The Committee shall perform the following functions relating to a compliance audit as outlined in sections 88.33, 88.34 and 88.36 the Municipal Elections Act, 1996, including:

3.1 Receive and decide whether to grant or reject applications for compliance audit of candidates' and registered third party election campaign finances;

3.2 Review reports submitted by the clerk with respect to any contributor who appears to have contravened the contribution limits established in the Municipal Election Act, 1996;

3.3 Appointing an auditor, if the application is granted.

3.4 Receiving the auditor's report; and

3.5 Considering the auditor's report and decide whether legal proceedings should be commenced.

4.0 REQUIRED SKILLS

Finance/Accounting
Communications

Legal
Critical Thinking/Analysis

Organization