



## JOINT COMPLIANCE AUDIT COMMITTEE

TOWNS OF MONO, ORANGEVILLE AND SHELBURNE  
TOWNSHIPS OF AMARANTH, EAST GARAFRAXA,  
EAST LUTHER GRAND VALLEY, MELANCTHON AND MULMUR

### TERMS OF REFERENCE

#### MANDATE

The powers and functions of the Committee are set out in Section 81 of the *Municipal Elections Act, 1996*.

1. Within 30 days of receipt of an application requesting a compliance audit, the Committee shall consider the compliance audit application and decide whether it should be granted or rejected.
2. If the application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances.
3. The Committee will review the auditor's report within 30 days of receipt and decide whether legal proceedings should be commented; and
4. If the auditor's report indicates that there were no apparent contraventions and if there appears there were no reasonable grounds for the application, the Committee shall advise council accordingly.

#### COMPOSITION

Five members appointed by each participating municipality.

Members of Council, staff or candidates running for office in the 2010 municipal election are not eligible to be appointed to the Committee. Should an appointed member accept employment with any of the member municipalities or register as a candidate with any of the member municipalities, their appointment will be terminated.

All Committee members must agree in writing that they will not work for or provide advice to any candidate running for municipal office within the member municipalities.

To avoid any potential conflict of interest, applicants with accounting or auditing backgrounds must agree in writing that they will not offer their services to any municipal election candidates.

#### TERM

The term of the Committee is concurrent with the term of Council – December 1, 2010 to November 30, 2014.

## **CHAIR**

The Committee called to hear a request for a compliance audit shall, at its first meeting, select one of its members to act as Chair.

## **MEETINGS**

When a municipality is in receipt of a request for a compliance audit, the Clerk of the applicable municipality shall contact the Committee members and schedule a meeting(s) to consider the request.

At least three members must be in attendance at each meeting.

Meetings of the Committee shall be conducted in accordance with the open meeting requirements of the *Municipal Act, 2001*. Minutes of the Committee's proceedings are to be recorded and retained in accordance with the municipality's records management practices.

## **STAFF SUPPORT AND FUNDING**

Staff from the applicable member municipality shall provide administrative support to the Committee. The member municipality requiring the services of the Committee shall be responsible for all associated expenses.

## **REMUNERATION**

\$75 per meeting.

## **MEMBERSHIP SELECTION**

All applicants will be required to complete an application.

The Council of each member municipality may appoint one member to a Selection Committee. The Selection Committee shall meet to review all applications. Based upon the following criteria the Selection Committee will select and recommend members to each participating municipality for its approval.

- a) Demonstrated knowledge and understanding of municipal election campaign finance rules.
- b) Proven analytical and decision-making skills.
- c) Experience working on committees, task forces or similar working groups.
- d) Availability and willingness to attend meetings in any of the member municipalities.
- e) Excellent oral and written communication skills.