

**SCHEDULE A
TO BY-LAW Number 2014-14**

TERMS OF REFERENCE

JOINT ELECTIONS COMPLIANCE AUDIT COMMITTEE

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 commenced; 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.

Members of Council, staff or candidates running for office in the 2014 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 shall 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.

Anyone who has participated as candidates in the member municipality elections, or who have conducted audits or provided financial advice in respect of such campaigns, would be disqualified from participation on the Committee.

COMPOSITION

Collectively a total of three (3) committee members shall be appointed by the participating municipalities.

When a municipality is in receipt of an appeal, the Clerk of the applicable municipality shall contact the Committee Members and arrange for the three (3) Members to hear the audit request.

TERM

The term of the Committee is concurrent with the term of Council December 1, 2014 to November 30, 2018.

CHAIR

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

PROPOSED MEETING SCHEDULE

The Committee shall meet as needed with meetings to be scheduled by the Clerk, in consultation with the Chair, when a compliance audit application is received.

STAFFING 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.

RECORDS

The records emanating from meetings of the Joint Compliance Audit Committee shall be retained and preserved by the municipality requesting the service of the Committee in accordance with that municipality's Records Retention By-law.

MEETINGS

Meetings of the Committee shall be conducted in accordance with the open meeting requirements of the provisions in the *Municipal Act, 2001*. The websites of the member municipalities will be utilized to communicate the meeting notices and agendas.

REMUNERATION

The rate of per diem is determined by each member individual Municipality and should be consistent with the rate of pay received by other committees such as the Committee of Adjustment.

MEMBERSHIP SELECTION

All applicants will be required to submit their name to the individual member municipality. The Clerk, or his/her designate, from each participating municipality will be responsible for the selection of a member representing its municipality.

SELECTION CRITERIA

- a) Demonstrated knowledge and understanding of municipal election campaign financing rules;
- b) Proven analytical and decision-making skills;
- c) Experience working on committees, task forces or similar settings;
- d) Demonstrated knowledge of quasi-judicial proceedings;
- e) Availability and willingness to attend meetings; and
- f) Excellent oral and written communication skills

All members of the Committee shall be provided with the terms of reference and a copy of the Section 81.1 of the *Municipal Elections Act, 1996*.