

The Corporation of the Township of Wollaston
By-Law 40-14
Being a By-Law to establish a Joint Compliance Audit Committee
and Appoint Committee Member

WHEREAS Section 81.1 of the Municipal Elections Act, S.O. 1996 states that a council or local board shall, before October 1 of an election year, establish a compliance audit committee for the purposes of section B1; and the committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board; or
- (c) any persons who are candidates in the election for which the committee is established; and

AND WHEREAS Section 81.1 of the Municipal Elections Act, S.O. 1996 states the term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed;


AND WHEREAS the Councils of the Town of Bancroft, the Township of Carlow/Mayo, the Municipality of Centre Hastings, the Town of Deseronto, the Township of Faraday, the Municipality of Hastings Highlands, the Township of Limerick, the Township of Madoc, the Township of Marmora and Lake, the Municipality of Stirling-Rawdon, the Township of Tudor & Cashel, the Municipality of Tweed, the Township of Tyendinaga and the Township of Wollaston have agreed to establish a joint compliance audit committee in compliance with Section 81.1 of the Municipal Elections Act 1996, as amended;

NOW THEREFORE the Council of the Township of Wollaston enacts as follows:

1. THAT a Joint Compliance Audit Committee (2014-2018) is hereby established.
2. THAT the members appointed to the Joint Compliance Audit Committee, shall be those members as indicated on Schedule A attached hereto and forming a part of this By-law.
3. THAT the Terms of Reference for the Joint Compliance Audit Committee shall be attached hereto as Schedule "B" to this By-law.
4. THAT this By-law shall take effect on the final passing hereof.

Passed this ⁸26th day of ^{Sept}August, 2014. *see attached resolution MB*


Dan McCaw, Reeve


Jennifer Cohen, Clerk

**Schedule A
By-Law 40 - 14
Appointed Joint Compliance Audit Committee Members**

Mr. Chad Munday 613-391-0378
85 Gray Road
Roslin, ON
K0K 2Y0

Mr. Art Darlow 613-962-0301
56 Byron Street
Belleville, ON
K8N 2W5

Ms. Lynda Matchett 613-473-4164
170 Madawaska St.
P.O. Box 196
Madoc, ON
K0K 2K0

Mr. Craig Davidson 613-332-4852
(ALTERNATE) 613-334-9869 cell
1067 Cross Country Road
RR 5
Bancroft, ON
KOL 1C0

Schedule B
By-Law 40 - 14
Joint Compliance Audit Committee Terms of Reference

JOINT COMPLIANCE AUDIT COMMITTEE
County of Hastings Municipalities

Terms of Reference

Name

The name of the Committee shall be the Joint Hastings County ~~2014~~ Election Compliance Audit Committee consisting of the following member municipalities:

Town of Bancroft
Township of Carlow/Mayo
Municipality of Centre Hastings
Town of Deseronto
Township of Faraday
Municipality of Hastings Highlands
Township of Limerick
Township of Madoc
Township of Marmora & Lake
Township of Stirling-Rawdon
Township of Tudor & Cashel
Municipality of Tweed
Township of Tyendinaga
Township of Wollaston

Term

The term of office for the committee shall be from December 1, 2014 to November 30, 2018

Mandate

The powers and functions of the Committee are set out in Sections 81 and 81.1 of the Municipal Elections Act, 1996. The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:

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.
4. If the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the Committee shall commence legal proceedings against the candidate for the apparent contravention.

5. If the auditor's report indicates that the candidate does not appear to have contravened a provision of the Act relating to campaign finances and the Committee finds that there were no reasonable grounds for the application the Committee shall advise Council accordingly.

Composition

The Committee shall be composed of no less than three (3) and no more than seven (7) members.

Membership will be drawn from the following groups:

- a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b. legal;
- c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or
- d. other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996.

Municipal employees, members of Council and any candidates in the 2010 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 81.1(2) of the Municipal Elections Act, 1996.

Membership Selection

Members will be selected on the basis of the following:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules;
- b. proven analytical and decision making skills;
- c. experience working on a committee, task force or similar setting;
- d. availability and willingness to attend meetings; and
- e. excellent oral and written communication skills.

Members of Council/School Boards, staff or candidates running for office in the 2010 municipal election are not eligible to be appointed to the Committee. Should an appointed member subsequently accept employment with any of the member municipalities/school boards or register as a candidate with any of the member municipalities/school boards, 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, or to any school candidates, including undertaking audits or preparing financial statements for the 2014 electoral candidates.

Committee members will be selected by the Hastings County joint compliance audit sub-committee and a recommendation submitted for approval by each of the Councils of the Hastings County municipalities.

Chair

The committee members will select a Chair from amongst the members at the first meeting when a compliance audit application is received. When the Chair is absent at any meeting the Committee may appoint another member as Acting Chair and while presiding, the Acting Chair shall have all the powers of the Chair.

The Chair will act as the liaison between the members and the Clerks of the municipalities on matters of policy and process.

The Chair shall enforce the observances of order and decorum among the Committee members and the public at all meetings.

Meetings

Meetings of the Committee will be conducted in accordance with the open meeting provisions of Section 239 of the Municipal Act, 2001.

Timing of Meetings

The first meeting will be called by the Clerk of the member municipality upon receipt of an application. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk of the applicable municipality.

Meeting Location

The Committee shall meet at the location determined by the applicable member municipality.

Staff Resource

The Clerk from the applicable member municipality shall act as Secretary to the Committee.

Meeting Notices, Agendas and Minutes

The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided to members of the Committee a minimum of two (2) business days prior to the date of each meeting. The agendas and minutes of each meeting shall be posted on the member municipality's website.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Quorums

Quorums for meetings shall consist of a majority of the members of the Committee. If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

Expenses of Meetings

The member municipality requiring the services of the committee shall be responsible for all associated expenses.

Reports to Council

An information report will be provided to Council when a function of the compliance audit committee is undertaken.

Remuneration

Remuneration for committee members will be at the rate of \$100.00 per meeting per member plus mileage (to and from meeting location) at the rate established by the County of Hastings in any year of the four year term of the Committee.