



# TERMS OF REFERENCE COMPLIANCE AUDIT COMMITTEE

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

Procedural By-law: By-law 77-2021, as amended from time to time

Term: November 15, 2022 to November 14, 2026

Approved: June 2, 2022

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## 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: Town Clerk

2.2.2 Staff Support: Deputy Clerk-Council 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