

## Schedule 1



### **Municipal Election Compliance Audit Committee Terms of Reference**

#### **Purpose**

To make decisions regarding applications for compliance audits of candidate and third-party advertiser campaign finances, and to review reports submitted by the Clerk regarding contributions by contributors to candidates and third-party advertisers.

#### **Enabling Legislation**

Section 88.37 of the *Municipal Elections Act, 1996* (the "Act") requires the establishment of a Compliance Audit Committee (the "Committee") for the purposes of the Act.

#### **Committee Composition and Member Qualifications**

The Committee shall be comprised of three (3) members and one (1) alternate, appointed by Council and drawn from the following groups:

- individuals with accounting and audit experience, including those with experience in preparing or auditing financial statements of municipal, provincial or federal election candidates;
- academic professors/lecturers (at the college or university level) with expertise in political science or local government administration;
- legal professionals; and
- individuals with knowledge of campaign financing rules under the Act.

In addition to the restrictions outlined in Section 88.37(2) of the Act, no individual appointed to the Committee is permitted to prepare the financial statement, or audit the financial statements, of any candidate who has been nominated running for office on Council, or a third party advertiser registered in the Town of LaSalle.

#### **Term of Office**

The term of the Committee is the same as the term of office of Council. If there is an ongoing matter, the Committee may continue beyond the term of Council to hear that matter.

#### **Meetings**

The Committee will meet as may be need and/or required in accordance with the Act.

All meetings of the Committee shall be open to the public and subject to the provisions of the open meeting rules outlined in section 239 of the *Municipal Act, 2001*, but the Committee may deliberate in private.

Meeting notices, agendas, and minutes will be posted on the Town of LaSalle's website.

### **Budget and Resources**

Members of the Committee shall receive a \$100.00 per diem for attendance at each meeting.

The following Town of LaSalle staff resources will provide support to the Committee:

- Director of Council Services and Clerk
- Executive Assistant to the Director of Council Services/Clerk
- Town Solicitor (as required)

Town of LaSalle Council shall pay costs in relation to the Committee's operation and activities, including the costs associated with any audit that may be required.

### **Scope of Authority**

The powers and authority of the Committee are set out in the *Act*.

The Committee has the responsibility to:

- Receive applications for a compliance audit of a candidate's election campaign finances, and for a compliance audit of a third party advertiser's campaign finances.
- Decide whether to grant or reject applications for a compliance audit of campaign finances.
- Appoint an auditor to conduct a compliance audit of campaign finances, if an application is granted, and receive and reports from said auditor.
- Decide whether to commence a legal proceeding against the candidate and/or third party advertiser for an apparent contravention
- Receive reports from the Clerk regarding contributor contributions to a candidate and/or third party advertiser and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
- Issue brief written reasons for all decisions made by the Committee.