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Date: May 7, 2018
To: Mayor and Council
Author: Jennifer Astrologo, Director of Corporate Services
RE: Compliance Audit Committee
Report No.: CS-2018-13

AIM

To provide Council with draft Terms of Reference for the Compliance Audit Committee for consideration.

BACKGROUND

Section 88.37 of the *Municipal Elections Act, 1996* (the "Act") requires that Council establish a compliance audit committee (the "Committee") before October 1 of an election year.

As a result of the most recent amendments to the *Act*, the Terms of Reference (the "Terms") for the Committee must be revised. Those revisions, are discussed more fully below.

DISCUSSION

Currently, the Committee is comprised of 3 members of the public and the remuneration is set at \$100 per meeting for each member of the Committee. It is proposed that the Committee remain a three-member panel and the remuneration remain at \$100 per meeting for the 2018-2022 Committee Term.

Additionally, 2 of the Committee Members, Mr. C. Lloyd Brown-John and Mr. Russell L. Horrocks have communicated their willingness to remain on the Committee for the next term. Accordingly, it is recommended that Council accept these applications and direct Administration to recruit for the remaining position on the Committee.

The recent amendments to the *Act*, have imposed some additional responsibilities on the Clerk of a municipality and on the Committee with respect to the campaign finances:

- The Committee is responsible to receive and make decisions on applications for compliance audits of both candidates and third party advertisers.
- The Committee is responsible for the review of reports from the Clerk with respect to any contributor that has contravened the contribution limits.

The ability to appoint an auditor, receive and consider an auditor's report, and decide whether to commence legal proceedings if there is an apparent contravention remain within the scope of authority of the Committee.

The draft Terms have been amended to incorporate the additional responsibilities and are attached as Appendix "A" for Council's consideration and approval.

As in the past, applications from interested persons will be evaluated on the following criteria:

- Demonstrated knowledge and understanding of municipal election campaign financing rules;
- Proven analytical and decision making skills;
- Experience working on a committee, task force, or similar setting;
- Availability and willingness to attend meetings; and
- Oral and written communication skills.

LINK TO STRATEGIC PLAN

There is no direct link to the strategic plan.

FINANCIAL CONSIDERATIONS

Remuneration in the amount of \$100.00 per meeting for the members of the 2018 Committee.

CONSULTATIONS

None.

RECOMMENDATION

That Council approve the draft Terms of Reference for the Compliance Audit Committee for the 2018-2022 Term of Council and authorize the Director of Corporate Services to advertise and recruit for a new member of the Committee.

Jennifer Astrologo

Jennifer Astrologo, B.H.K. (hons). LL.B
Director of Corporate Services/Clerk

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer