



**TERMS OF REFERENCE**  
**COMPLIANCE AUDIT COMMITTEE**

**Approved: x, 2018**

**COMMITTEE PARTICULARS**

<b>Type:</b> Statutory	<b>Authorizing or Mandating Legislation:</b> <i>Municipal Elections Act, 1996 – section 88.37</i>
<b>Date of Formation:</b>	<b>Term:</b> December 1, 2018 to November 14, 2022
<b>Meeting Frequency:</b> As may be required under the <i>Municipal Elections Act, 1996</i> .	
<b>Resource:</b> Internal: Director of Corporate Services / Clerk	<b>Staff Support:</b> Deputy Clerk – Administrative Services
<b>Number of Council Members:</b> None	<b>Number of Community Members:</b> Three, 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) academic – college or university professors with expertise in political science or local government administration; c) legal; and/or d) other individual with knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996</i> .
<b>Procedural By-law:</b> By-law 55.2016, as amended from time to time	<b>Remuneration:</b> \$100.00 per attendance

**LINK TO STRATEGIC PLAN**

None

**PURPOSE**

To fulfill the mandatory requirements of section 88.37 of the *Municipal Elections Act, 1996*

**SCOPE OF WORK**

The Committee shall perform the functions relating to a compliance audit as outlined in sections 88.33, 88.34 and 88.36 the *Municipal Elections Act, 1996*, including:

- receive and decide whether to grant or reject applications for compliance audit of candidates' and registered third party election campaign finances;
- 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*;
- appointing an auditor, if the application is granted;
- receiving the auditor's report;
- considering the auditor's report and decide whether legal proceedings should be commenced; and
- determining whether to recover the costs of conducting the compliance audit from the applicant if the auditor's report indicates there were no apparent contraventions and if there were no reasonable grounds for the application.

**REQUIRED SKILLS**

Strategy	Project Management	X	Finance/ Accounting	X	Communications
Risk Management	Business Management	X	Legal	X	Critical Thinking / Analysis
Stakeholder Relations	Land Use Planning	X	Organization		