



## **TERMS OF REFERENCE**

### **Election Compliance Audit Committee**

#### **Mandate of the Committee**

The name of the committee will be the Greater Essex County District School Board's "Election Compliance Audit Committee."

The mandate of the Committee is to hear and determine all applications filed in accordance with section 88.33 of the *Municipal Elections Act, 1996* ("MEA") in accordance with provisions of the *MEA*.

The powers and the functions of the Committee are set out in subsection 88.33 to 88.37 of the *Municipal Elections Act, 1996*. The committee will be required to:

- a) Consider a compliance audit application received from an elector and decide whether it should be granted or rejected;
- b) If the application is granted, appoint an auditor;
- c) Receive the auditor's report;
- d) Consider the auditor's report and decide whether legal proceedings should be commenced; and
- e) Recover the costs of conducting the audit from the applicant if there were no apparent contraventions and if there appears to be no reasonable grounds for having made the application.

#### **Composition of the Committee**

The Committee shall be appointed by the Board and shall be composed of three (3) members with membership drawn from the following stakeholder 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
- d) Other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.

Members 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.

## **Membership Eligibility and Term of Membership**

The selection process will be based upon clearly understood and equitable criteria and members will be selected on the basis of the following:

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

To avoid a conflict of interest, any auditor or accountant appointed to the Committee must agree in writing to not undertake the audits or preparation of the financial statements of any candidates seeking election to the Board. Failure to adhere to this requirement will result in the individual being removed from the Committee. All members are subject to approval by the Greater Essex County District School Board.

The mandate of the Election Compliance Audit Committee will be considered complete at the end of each four-year term of the Board at which time, a successor committee shall be appointed.

## **Role of Members**

The Committee members will select a Chair from amongst its members at its first meeting.

The Committee will meet as needed with meetings to be scheduled when a compliance audit application is received.

## **Support Staff**

Board staff will provide administrative support to the Committee.

## **Reports to Council**

When a function of the Compliance Audit is undertaken, a report will be forwarded to the Board.

## **Budget and Resources**

Members of the Committee shall be on a volunteer basis.

The Board is responsible to pay for any costs relating to decisions of the Committee and reimburse Committee members for incidental costs such as mileage.