

2022-2026 Municipal Elections Compliance Audit Committee Terms of Reference

The Upper Canada District School Board (UCDSB) is currently seeking candidates for appointment to the 2022-2026 Municipal Election Compliance Audit Committee. The Committee is a statutory body established in accordance with [Section 88.37 of the Municipal Elections Act, 1996](#) (the "MEA").

Mandate of the 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.

Membership eligibility and term of membership

The Election Compliance Audit Committee will be comprised of three members and one alternate member.

- applicants must have a thorough understanding of the municipal campaign finance rules under the Municipal Elections Act, 1996;
- ideal candidates include former municipal clerks or Elections Office managers, auditors, accountants, lawyers, or other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996, or its provincial or federal counterparts;
- Experience working on a committee, task force or similar setting;
- Availability and willingness to attend meetings;
- Excellent oral and written skills.

The following are **not** eligible to sit on the Election Compliance Audit Committee:

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or

- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Individuals appointed to the Committee must not have audited or prepared financial statements or have any other formal relationship with any candidate running for office during the 2022 municipal election, including those candidates for the office of school board trustee.

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. *The upcoming term of office begins on November 15th, 2022 and ends on November 14th, 2026.*

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 Board

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) in accordance with UCDSB policies and procedures.

[Click here](#) for the Application form on the [Board website](#). Selected candidates may be invited for an interview. The interview panel will include representatives from the UCDSB.

Completed applications can be sent 1 of 3 methods:

- Email to Lisa.Workman@ucdsb.on.ca;
- Hand delivered to the Administration office at 225 Central Avenue West, Brockville, Ontario;
- Canada Post mail to UCDSB – 225 Central Avenue West, Brockville, Ontario K6V 5X1

All applications must be received by **4:30 p.m. on Monday September 19, 2022.**