



## **Municipality of Lakeshore**

### **Terms of Reference**

#### **Election Compliance Audit Committee**

**2022-2026**

#### **Mandate**

The powers and functions of the Committee are as provided in the *Municipal Elections Act, 1996*.

#### **Term**

The term of office of the Committee and the members of the Committee is the same as the term of office of the Council that takes office following the next regular election.

#### **Composition**

The Committee shall be composed of four members.

#### **Qualifications for Membership**

Members of the Committee shall have:

- a) Analytical and decision making skills;
- b) Experience working on committees, task forces or similar working groups;
- c) Availability and willingness to attend meetings; and
- d) Excellent oral and written communications skills.

Preference will be given to persons who have demonstrated experience in public accounting, auditing, legal and the application of campaign finance rules.

The following persons will not be permitted membership on the Committee:

- a) employees or officers of the Municipality of Lakeshore;
- b) members of Lakeshore Municipal Council;
- c) any persons who are candidates in the election for which the Committee is established; or
- d) any person who is registered third party in the election for which the Committee is established.

#### **Meetings**

Meetings shall be open to the public, but the Committee may deliberate in private.

## **Procedure**

The Clerk shall set the procedure for the Committee in accordance with the authority set out under the *Municipal Elections Act, 1996*.

## **Chair and Vice-Chair**

The Committee shall elect a Chair and Vice-Chair at its first meeting.

## **Proposed Meeting Schedule**

The Clerk shall call the initial meeting of the Committee and chair the meeting until a Committee Chair is elected. The Committee shall meet as needed in response to an application for a compliance audit of an election candidate's expenses.

## **Conflict of Interest**

Members shall comply with the *Municipal Conflict of Interest Act* and Municipality of Lakeshore's Procedure By-law.

## **Remuneration**

Members shall be remunerated \$125.00 for each meeting attended.