

CORPORATION OF THE TOWN OF PETAWAWA

BY-LAW 919/14

**BEING A BY-LAW TO APPOINT A COMPLIANCE AUDIT COMMITTEE AND
TO ADOPT THE TERMS OF REFERENCE FOR THE COMPLIANCE AUDIT
COMMITTEE FOR THE 2014 MUNICIPAL ELECTION**

WHEREAS Section 81.1 (1) of the *Municipal Elections Act, S.O. 1996*, as amended, states that a council or local board shall, before October 1 of an election year, establish a committee for the purposes of Section 81 of the *Act*;

AND WHEREAS Section 81.1 (4) of the *Municipal Elections Act, S.O. 1996*, as amended, states that the clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this *Act* to implement the committee's decisions;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PETAWAWA ENACTS AS FOLLOWS:

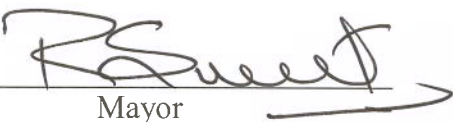
1. That the following persons be appointed to the Compliance Audit Committee for the Corporation of the Town of Petawawa for a term that is co-terminus with Council, to deal with all compliance audit applications received from the 2014 municipal election and any by-elections during the term of Council:

Shelley Clarke
Blair Jones
Bob Rantz

2. That the Council of the Corporation of the Town of Petawawa adopts the Terms of Reference for the Compliance Audit Committee, attached hereto as Schedule "A" and forming part of this by-law, to meet the requirements of Section 81.1 (4) of the *Municipal Elections Act, S.O. 1996*, as amended.
3. That this by-law shall come into force and take effect following third reading.

By-law read a first and second time this 7th day of July, 2014.

By-law read a third time and passed this 7th day of July, 2014.



Mayor



Clerk

SCHEDULE "A" TO BY-LAW 919/14



2014 MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE TERMS OF REFERENCE

Mandate

The powers and functions of the committee are set out in Section 81 of the *Municipal Elections Act, 1996*. The committee is required to:

- Within 30 days of an application requesting a compliance audit, consider the compliance audit application and decide if it should be granted or rejected;
- If the application is granted:
 - Appoint an auditor;
 - Receive the auditor's report and within 30 days of receipt, consider the auditor's report and decide whether legal proceedings should be commenced; and
 - If the auditor's report indicates that there were no apparent contraventions and if there appears to be no reasonable grounds for having made the application, the committee shall advise Council accordingly.

Duration

The term of the committee is co-terminus with Council. The committee will be established before October 1, 2014 and deal with all compliance audit applications received from the 2014 municipal election and any by-elections during the term of Council.

Composition

The committee will be comprised of three (3) members who will be drawn from the following stakeholder groups:

- Accountants and auditors;
- Engineers;
- Lawyers;
- Professionals who in the course of their duties are required to adhere to codes of standards for their profession; and
- Other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.

Selection

The CAO/Clerk will be responsible for selecting members of the committee. The CAO/Clerk will submit a list of candidates to Council, following which the committee members will be formally appointed in an open session of Council.

The CAO/Clerk will solicit candidates based on the following criteria:

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

Members of Council, staff, and candidates running for office in the 2014 municipal election are not eligible to be appointed to the committee. Should an appointed member accept employment with the Town of Petawawa or register as a candidate in the 2014 municipal election, their appointment will be terminated.

All committee members must agree in writing that they will not work for or provide advice to any candidate running for municipal office. To avoid any potential conflict of interest, applicants with accounting or auditing backgrounds must agree in writing that they will not offer their services to any municipal election candidates. Anyone who has participated as candidates in municipal elections, or who have conducted audits or provided financial advice in respect of such campaigns, will be disqualified from participation on the committee.

Chair

The committee members will select a chair from amongst its members at its first meeting.

Staffing and Funding

Staff from the CAO/Clerk's department will provide administrative support to the committee. Administration costs for such items as printing and mailing will be absorbed within the Administration Operating Budget.

Meetings

The committee will meet as needed with meetings to be scheduled by the CAO/Clerk, in consultation with the members, when a compliance audit application is received. Meetings will be conducted in accordance with the open meeting provisions in the *Municipal Act, 2001*, subject to the need to meet in closed session for a purpose authorized in Section 239 of the *Municipal Act, 2001*.

Meeting notices, agendas, and minutes will be posted on the Town of Petawawa website.