



Subject: Joint Compliance Audit Committee

Report Number: CS 22-12

Department: Corporate Services Department

Submitted by: Director of Corporate Services

Meeting Type: Council Meeting

Meeting Date: Monday, June 27, 2022

RECOMMENDATION

THAT Council approve the formation of a Joint Compliance Audit Committee with the other Oxford County municipalities for the 2022-2026 term;

AND THAT the following members be appointed to the 2022 Joint Compliance Audit Committee:

- David Morris
- Carol Symons
- Keith Reibling
- Joyce McAndrew
- Christene Scrimgeour

AND FURTHER THAT the above appointments be formalized by by-law.

BACKGROUND

The *Municipal Elections Act*, 1996 requires municipal Councils to appoint a Compliance Audit Committee (JCAC) prior to October 1st in an election year. The Committee is required by the Act to:

- Receive and review applications from electors requesting an audit of a candidate or registered third party's campaign finances.
- Determine if such applications will be granted or rejected and where granted, appoint an auditor to conduct a compliance audit of the candidate or third party advertiser's campaign finances.

- Receive and review the Auditor's report and decide whether legal proceedings should be commenced.
- Receive and review a report from any of the participating municipalities' Clerks concerning apparent over-contributions to a candidate or third party advertiser and decide whether legal proceedings should be commenced against the contributor.

Committees are appointed for the term of Council and must be composed of not fewer than three (3) and not more than seven (7) members who are responsible for acting in accordance with the powers and obligations as set out in the Act.

As has been done in since 2010, the municipalities of Oxford County have once again agreed to appoint a Joint Compliance Audit Committee for the 2022-2026 term.

DISCUSSION

Members are recommended for appointment to the JCAC based on the knowledge and experience they possess that would enable fulfilment of the committee's mandate (as detailed in the attached terms of reference).

Given the judicial nature of the committee, the Clerks team sought out individuals with accounting and audit experience, academic qualifications (expertise in political science or local government administration), legal backgrounds, municipal experience and knowledge of campaign financing rules under the Act.

Committee Composition

The individuals recommended for appointment to the 2022-2026 Joint Compliance Audit Committee include three former members and two new appointees, all who possess relevant education and experience to contribute to a well-rounded and competent committee. The individuals recommended for appointment are as follows:

Former Members

1. David Morris – Past CAO of the Town of Tillsonburg and current Director of the Multi-Service Centre;
2. Carol Symons – Member, Woodstock Community Grants Advisory Committee; and
3. Keith Reibling – Past Clerk-Administrator, Township of Blandford Blenheim.

New Members

4. Joyce McAndrew – Former Deputy Treasurer, Town of Ingersoll; and
5. Christene Scrimgeour – Certified Professional Accountant and active member of various other audit committees.

No changes are recommended to the per diem rate for the 2022 term which is proposed to remain at \$150 per meeting, including a compulsory training and orientation session. Thereafter, members will only be required to meet if an audit request is received. The cost of the training and orientation session will be evenly split between all member municipalities, however costs associated with any audit requests or Clerk's report will be borne by the member municipality including any meetings from which the application or report originates.

CONSULTATION

Municipal Clerks within Oxford County

FINANCIAL IMPACT/FUNDING SOURCE

Unknown. The cost of training and orientation, and any audit requests received are covered under Council budget line item, similar to Code of Conduct complaints, etc.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☐ Lifestyle and amenities
- ☐ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth
- ☐ Connectivity and transportation
- ☒ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

ATTACHMENTS

Terms of Reference for Joint Compliance Audit Committee