

**2018-2022**

**South Simcoe Joint Compliance  
Audit Committee**

**Administrative Practices  
and Procedures**



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## **1. Administrative Matters**

### **1.1 Authority and Purpose**

Subsection 88.37 (1) of the *Municipal Elections Act, 1996* indicates that before October 1 of an election year, Council must establish a Committee for the purposes of considering Applications to request a Compliance Audit of a Candidate's or Registered Third Party Advertiser's election campaign finances.

Sections 88.34 and 88.36 of the Act require the Clerk of a municipality to review the contributions reported on all Candidates' and Registered Third Party Advertisers' financial statements and prepare a report to the Compliance Audit Committee identifying each Contributor who has contravened the contribution limits established in the Act.

On September 5, 2018, Council of the Township of Essa passed By-law 2018-70 to establish the 2018-2022 South Simcoe Joint Compliance Audit Committee and appoint its Members.

Pursuant to Subsection 88.37(6) of the Act, the Clerk shall establish administrative practices and procedures for the Joint Compliance Audit Committee. Accordingly, the following sections provide for the practices and procedures to be followed by the Committee in carrying out its mandate.

### **1.2 Definitions**

"Act" means the *Municipal Elections Act, 1996*.

"Applicant" means an elector who is entitled to submit an Application requesting a Compliance Audit of a Candidate's election campaign finances under Subsection 88.33 (1) of the Act, or of a Registered Third Party under Subsection 88.35 (1).

"Application" means an application for a Compliance Audit submitted by an elector in the applicable form attached as Appendix B.

"Auditor" means a qualified individual appointed by the Committee, licensed under the *Public Accounting Act, 2004*, to conduct a Compliance Audit of a Candidate's or Registered Third Party's election campaign finances.

"Auditor's Report" means a report prepared by the Auditor regarding the findings of an audit into the election campaign finances of a Candidate or Registered Third Party pursuant to Subsection 88.33 (12) of the Act.

"Candidate" means the candidate whose municipal election campaign finances are the subject of an Application for a Compliance Audit.

"Chair" means the Chair of the South Simcoe Joint Compliance Audit Committee.

“Clerk” means the Clerk or designate from any of the participating municipalities, being the Town of Bradford West Gwillimbury, the Town of Innisfil, the Town of New Tecumseth, the Township of Adjala-Tosorontio or the Township of Essa as applicable.

“Clerk’s Report” means a report prepared by the Clerk or designate identifying a Contributor who appears to have contravened any of the contribution limits under the Act.

“Committee” means the South Simcoe Joint Compliance Audit Committee established under By-law 2018-XX.

“Compliance Audit” (“Audit”) means an audit of a Candidate’s or Registered Third Party’s election campaign finances conducted by an Auditor appointed by the Committee.

“Conduct” means the way one acts or personal behaviour.

“Contributor” means a person or entity that is entitled to make a contribution to an election campaign or to any Registered Third Party under the Act, and who is the subject of a Clerk’s Report.

“Council” means the Council of the Town of Bradford West Gwillimbury.

“Powers and Functions” means the Joint Compliance Audit Committee’s duties and responsibilities as set out in Sections 88.33 to 88.36 of the Act.

“Member” means a person appointed to the Compliance Audit Committee.

“Privilege” means the raising of a question which concerns a Member of the Committee, or the Committee collectively, when a Member believes that their rights, immunities or integrity or the rights, immunities or integrity of the Committee as a whole have been impugned.

“Point of Order” means a statement made by a Member of the Committee during a meeting drawing to the attention of the Chair a breach of the operating procedures.

“Quorum” means the minimum number of Committee Members required to be present at any meeting in order to conduct Committee business.

“Registered Third Party” means an individual, corporation or trade union that is registered under Section 88.6 of the Act and whose election campaign finances is the subject of an Application for a Compliance Audit.

“Town” means the Town of Bradford West Gwillimbury, Town of Innisfil, Town of New Tecumseth, Township of Adjala-Tosorontio or Township of Essa as applicable.

## **2. Powers and Functions**

### **2.1 Candidate Contravention**

In accordance with Section 88.33 of the Act, the Committee shall,

- a) within 30 days receipt of an Application from the Clerk, consider the Application and decide whether it should be granted or rejected;
- b) provide to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the Application, and brief written reasons for the decision;
- c) if the Application is granted, appoint an Auditor to conduct a Compliance Audit of the Candidate's election campaign finances;
- d) receive the Auditor's Report from the Clerk;
- e) within 30 days of receipt of the Auditor's Report from the Clerk, consider the report;
- f) if the Auditor's Report concludes that the Candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the Candidate for the apparent contravention; and
- g) provide to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

### **2.2 Candidate Contributor Contravention**

In accordance with Sections 88.34 of the Act, the Committee shall,

- a) within 30 days of receipt of the Clerk's Report identifying each Contributor to a Candidate for office on a Council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the Contributor for an apparent contravention; and
- b) after reviewing the Clerk's Report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

### **2.3 Registered Third Party Contravention**

In accordance with Sections 88.35 of the Act, the Committee shall,

- a) within 30 days receipt of an Application, consider the Application and decide whether it should be granted or rejected;
- b) give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee to grant or reject the Application, and brief written reasons for the decision;
- c) if the Application is granted, appoint an Auditor to conduct a Compliance Audit of the Registered Third Party's election campaign finances;
- d) receive the Auditor's Report from the Clerk;
- e) within 30 days of receipt of the Auditor's Report, consider the report;
- f) if the Auditor's Report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention; and
- g) provide to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

#### **2.4 Registered Third Party Contributor Contravention**

In accordance with Subsection 88.35 (4), the Committee shall,

- a) within 30 days of receipt of the Clerk's Report identifying each Contributor to a Registered Third Party who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the Contributor for an apparent contravention; and
- b) after reviewing the Clerk's Report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

### **3. Committee Procedures**

#### **3.1 Consideration of Application for a Compliance Audit**

- a) An elector, who is entitled to vote in the municipality and believes on reasonable grounds that a Candidate or a Registered Third Party has contravened a provision of the Act relating to election campaign finances, may submit an Application for a Compliance Audit.
- b) The Application for a Compliance Audit shall be made in the form attached as Appendix B, made to the Clerk and shall set out the reasons for the elector's belief that the Candidate or the Registered Third Party has contravened the Act.
- c) The Application for a Compliance Audit of a Candidate's election campaign finances must be made within 90 days after the latest of,
  - i. the filing date under section 88.30 of the Act;
  - ii. the date the Candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30;
  - iii. the Candidate's supplementary filing date, if any, under section 88.30;
  - iv. the date on which the Candidate's extension, if any, under subsection 88.23 (6) of the Act expires.
- d) The Application for a Compliance Audit of a Registered Third Party's election campaign finances must be made within 90 days after the latest of,
  - i. the filing date under section 88.30 of the Act;
  - ii. the date the Registered Third Party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30;
  - iii. the supplementary filing date, if any, for the Registered Third Party under section 88.30;
  - iv. the date on which the Registered Third Party's extension, if any, under subsection 88.27 (3) of the Act expires.
- e) Within 10 days after receiving the Application, the Clerk shall forward the Application to the Committee.
- f) Within 30 days after receiving the Application, the Committee shall consider the Application and decide whether it should be granted or rejected, and the Committee shall provide brief written reasons for its decision which shall be made publicly available and shall be given to all involved parties.

- g) The decision of the Committee may be appealed to the Superior Court of Justice within 15 days after the decision is made and the court may make any decision the Committee could have made.

### **3.2 Auditor**

- a) If the Committee decides to grant the Application, it shall appoint an Auditor to conduct a Compliance Audit of the Candidate's or Registered Third Party's election campaign finances.
- b) The Auditor shall promptly conduct an audit of the Candidate's or Registered Third Party's election campaign finances to determine whether he or she has complied with the provisions of the Act relating to election campaign finances and shall prepare a report outlining any apparent contravention.
- c) The Auditor shall submit the report to the Committee, Candidate or Registered Third Party, as applicable, the Clerk; and Applicant.
- d) Within 10 days after receiving the Auditor's Report, the Clerk shall forward the report to the Committee.
- e) For the purpose of the audit, the Auditor, is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the Candidate or Registered Third Party and of the municipality; and has the powers of a commission under Section 33 of the *Public Inquiries Act, 2009* which applies to the audit.
- f) The Town shall pay the Auditor's costs of performing the Compliance Audit.

### **3.3 Consideration of Auditor's Report**

- a) The Committee shall consider the Auditor's Report within 30 days after receiving it from the Clerk and may, if the report concludes that the Candidate or Registered Third Party appears to have contravened a provision of the Act relating to election campaign finances, commence a legal proceeding against the Candidate or Registered Third Party for the apparent contravention.
- b) The Committee shall provide brief written reasons for its decision to commence or not to commence legal proceedings, and such written reasons shall be made publicly available and shall be distributed to all involved parties.



### **3.4 Consideration of Clerk's Report**

- a) The Clerk shall review the contributions reported on the financial statements submitted by a Candidate for office on Council or Registered Third Party to determine whether any Contributor appears to have exceeded any of the contribution limits under the Act.
- b) In accordance with Subsections 88.34 (8) and 88.36 (5) of the *Act*, within 30 days of receiving the Clerk's Report regarding any over-contributions from Contributors, the Committee shall decide whether to commence a legal proceeding against a Contributor for an apparent contravention of the provisions of the Act.
- c) The Committee shall provide brief written reasons for its decision to commence or not to commence legal proceedings, and such written reasons shall be made publicly available and shall be given to all involved parties.

## **4. Meeting Procedures**

### **4.1 Meetings**

The Committee shall meet initially at the request of the Clerk.

Meetings shall be called by the Clerk as required. The date, time and location of the meeting will be determined by the Clerk and communicated directly to the Members, Candidate, Registered Third Party, Applicant or Contributor, as applicable. The Clerk shall publish notice of a Committee meeting at least two (2) business days prior to the scheduled meeting time. Publication of the agenda shall constitute public notice of the meeting.

Meetings of the Committee shall be open to the public, but the Committee may deliberate in private as provided for in the Act.

The website of the applicable municipality shall be used to communicate meeting notices, agendas, minutes and decisions.

### **4.2 Agendas**

The following components shall be included in Committee agendas. Specific subject items are included under each component:

- a) Disclosure of Pecuniary Interest;

- b) Consideration of Applications, Auditor's Report or Clerk's Report; and
- c) Adjournment.

#### **4.3 Quorum**

The minimum number of Members required to be present at any meeting in order to conduct Committee business shall be no less than three. If no Quorum is present thirty minutes after the time fixed for a meeting, or the resumption of a meeting after a recess, or should a Quorum at a meeting be lost for a period of thirty (30) consecutive minutes, the Clerk or designate will record the names of the Members present and the meeting will stand adjourned until the next meeting scheduled by the Clerk.

#### **4.4 Duties of the Chair**

The duties of the Chair are as follows:

- a) Liaise with the Clerk and review meeting agendas.
- b) Call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow the procedures as set out herein, identify the order of proceedings and speakers, and rule on points of order.
- c) Participate as an active Member, encouraging participation by all Members.
- d) The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.
- e) If the Chair is not present within the first ten minutes of a Committee meeting or is absent through illness or otherwise, the Committee shall select another Member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair. Selection of the acting Chair will be made by resolution.

#### **4.5 Duties of Committee Members**

The duties of Committee Members are as follows:

- a) Attend all Committee meetings, sending regrets otherwise.
- b) Understand their role, the Committee's mandate and meeting procedures.
- c) Participate as an active and voting Member, asking questions, and seeking clarification through the Chair.

- d) Develop and maintain a climate of mutual support, trust, courtesy and respect.
- e) Work together to utilize the knowledge, expertise and talents of all Members.
- f) Respect the decisions of the Committee and that such decisions reflect the majority view.

#### **4.6 Staff Support**

The Clerk or designate shall act as secretary to the Committee and provide the following support:

- a) Call the first regular meeting of the Committee to order and conduct the election of the Chair by resolution of Members.
- b) Prepare agendas for review by the Committee Chair.
- c) Electronically distribute agendas to all Members and applicable parties before the meeting and post to the Town's website.
- d) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility needs identified have been met.
- e) Arrange for attendance of deputations in conjunction with the Chair.
- f) Attend Committee meetings, record attendance, confirm Quorum and record when the meeting starts and adjourns.
- g) Provide procedural advice to the Chair and Committee as required.
- h) Take minutes, record a summary of the discussion for each agenda item, record all Committee motions and resolutions including the name of the mover and seconder.
- i) Record any disclosures of pecuniary interest, including the general nature thereof.
- j) Review and correct any errors in the minutes of previous meetings.
- k) Prepare the Committee minutes and forward to the Clerk for review.
- l) Electronically distribute minutes to all Committee Members and post on the Town's website.
- m) Undertake additional work on behalf of the Committee.

- n) Maintain Committee agendas, minutes, correspondence, and reports of the Clerk and Auditor.

#### **4.7 Order of Business**

The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Committee. The Chair will lead the Committee through the agenda until the consideration of all matters has been completed.

- a) Opening statement - where the agenda includes consideration of an Application, Clerk's Report or Auditor's Report, the Chair will read an opening statement outlining the procedure and format of the Committee meeting.
- b) Disclosure of pecuniary interest - Members will be given the opportunity to declare a conflict of interest with respect to a matter contained in the meeting agenda, which will be recorded in the minutes along with a description of the nature of the conflict. Members that declare a conflict of interest will be required to submit to the Clerk a written statement of the interest and its general nature, and the Clerk shall include such written statement in a registry available to the public.
- c) Approval of minutes from previous meeting – the draft minutes from the previous meeting will be included in the agenda for approval.
- d) Deputations – delegations will only be permitted from the following parties or their respective agents: the Applicant, the Candidate, the Registered Third Party Advertiser, or a Contributor identified within the Clerk's Report.
  - i. Members may ask questions through the Chair, but may not enter into a debate with the delegation.
  - ii. Each delegation shall be permitted to speak for a maximum of 10 minutes, however, the Committee may grant additional time.
- e) Consideration of Application or report - the Committee will consider any Applications received or any written reports prepared by the Clerk or Auditor. Where the agenda includes consideration of more than one Application or report, each Application and report will be dealt with by the Committee in its entirety before consideration of the next.
- f) Reports - the Auditor or Clerk shall address the Committee and provide a summary of his or her Report and its conclusions.
  - i. Members may ask questions of the Auditor or Clerk through the Chair.

- ii. Members may ask questions of any person present at the meeting, such questions to be through the Chair and at the sole discretion of the Chair.
  
- g) Decisions – operating decisions of the Committee shall be by resolution. A simple majority vote of the Committee Members present is required to pass a resolution. Generally, the Committee will render its decision at each meeting. Subject to deadlines imposed by the Act, the Committee may reserve its decision if further deliberation is required. Where provided for in the Act the Committee may deliberate in private and shall provide brief written reasons where required to do so by the Act and shall distribute such written reasons in accordance with the Act.
  
- h) The Committee may also go into closed session as provided for under the closed meeting provisions of the *Municipal Act*.
  
- i) Adjournment - following the disposition of all business before the Committee, the meeting shall be adjourned.

#### **4.8 Motions**

The following rules shall apply to motions:

- a) All motions must be introduced by a mover and seconder before the Chair can put the motion on the floor for consideration.
  
- b) After a motion is properly moved, it shall be deemed to be in the possession of the Committee, but may be withdrawn by the mover and seconder at any time before a vote with the consent of the Committee.
  
- c) The number of times a Member may speak on a motion shall not be limited.
  
- d) A Member shall not be restricted to asking questions only of the previous speaker but the question must relate directly to the matter under discussion.
  
- e) A motion to move a previous motion shall not be allowed.
  
- f) Any Member may require the motion under discussion to be read at any time, but not so as to interrupt a Member while speaking.
  
- g) When a motion is under consideration, no motion shall be received other than a motion to:
  - i. Adjourn, which motion is neither amendable nor debatable;
  - ii. Table, which motion is not debatable;

- iii. Defer action;
  - iv. Refer, which motion is debatable as to its merits only;
  - v. Amend.
- h) A motion to refer shall take precedence over any other amendment.
- i) Only one amendment at a time can be presented to the main motion. When the amendment to the motion has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.
- j) The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
- k) Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
- l) When the motion under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
- m) After the Chair commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion, amendment or sub-amendment.
- n) Every Member present at a meeting when a vote is taken on a matter shall vote unless prohibited by statute, in which case the fact of the prohibition will be recorded in the minutes. If any Member present persists in refusing to vote, she or he shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
- o) After any matter has been decided by the Committee any Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.
- p) All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

#### **4.8 Committee Decorum**

The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.

Every Member, previous to speaking to any motion, shall be recognized by the Chair and shall respectfully address the Chair.

When two or more Members wish to speak, the Chair shall name the Member who first raised his or her hand.

A Member shall not:

- a) speak disrespectfully to or about another member;
- b) use offensive words or unparliamentarily language during meetings;
- c) disobey the procedures of the Committee, or decision of the Chair or the Committee on questions of procedure;
- d) leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- e) interrupt a Member while speaking except to raise a Point of Order; or
- f) pass between a Member who is speaking and the Chair.

In case any Member persists in a breach of the foregoing section after having been called to order by the Chair, he or she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he or she may, by vote of the Committee, be permitted forthwith to resume his or her seat.

When a Member desires to address the Committee upon a matter that concerns the rights or Privileges of the Committee collectively or individually, he or she shall be permitted to raise such matter of Privilege, and a matter of Privilege shall take precedence over other matters.

When a Member desires to call attention to a violation of the rules of procedure, he or she shall ask leave of the Chair to raise a Point of Order and after leave is granted:

- a) state the Point of Order with a concise explanation and resume his or her seat until the Chair has decided the Point of Order;
- b) unless a Member immediately appeals to the Committee, the decision of the Chair shall be final;
- c) if the decision is appealed, the Committee shall decide the question without debate and its decision shall be final.

When the Chair calls a Member to order, the Member shall immediately sit down until the Point of Order is dealt with and the Member shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

#### **4.9 Minutes**

Minutes shall briefly outline the substance of items listed on the agenda, including deputations, reports, resolutions and other actions taken.

#### **4.10 Media Relations and Communications**

All media contact shall be made through the Clerk.

#### **4.11 Conflict of Interest**

Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall not discuss or vote on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Town staff does not provide advice or interpretation related to declarations.

#### **4.12 Matters Not Dealt With in These Procedures**

If the practices and procedures set out herein do not provide for a procedural matter, the practice or procedure shall be determined by the Clerk or designate in conjunction with the Chair. Where the matter arises during a meeting and cannot be dealt with to the satisfaction of the Chair and Clerk or designate, the matter shall be deferred to the next meeting of the Committee.



**Appendix A – Key Events and Deadlines**

<b>Responsibility</b>	<b>Action</b>	<b>Deadline</b>	<b>Act reference</b>
Elector	Application for a Compliance Audit of the campaign finances of a Candidate or Registered Third Party is submitted to the Clerk	Within 90 days after the deadline to file financial statement	88.33(3) or 88.35(3)
Clerk	Clerk forwards the Application to the Committee	Within 10 days of receiving the application	88.33(4)
Committee	Committee shall consider the Application and decide whether to grant or reject it	Within 30 days of receiving the application	88.33(7)
Applicant	Decision of the Committee may be appealed to the Superior Court of Justice	Within 15 days after the decision is made	88.33(9)
Committee	If the application is granted, Committee shall appoint an Auditor to conduct a Compliance Audit		88.33(10)
Auditor	Auditor shall promptly conduct an audit of the campaign finances and prepare a report outlining any apparent contravention by the Candidate or Registered Third Party		88.33(12)
Clerk	After receiving the Auditor's Report, the Clerk shall forward it to the Committee	Within 10 days of receiving the Auditor's Report	88.33(14)
Committee	Committee shall consider Auditor's Report and decide whether to commence legal proceeding against the Candidate or the Registered Third Party	Within 30 days of receiving the Auditor's Report	88.33(17)
Clerk	Clerk shall review the contributions reported on the financial statements submitted by the Candidate or Registered Third Party and prepare a report identifying each Contributor who appears to have exceeded any of the contribution limits	Within 30 days after the filing date	88.34(1-2) or 88.36(1-2)
Committee	Committee shall consider the Clerk's Report and decide whether to commence a legal proceeding against a contributor for an apparent contravention	Within 30 days after receiving the Clerk's Report	88.34(8) or 88.36(5)



**Appendix B – Application for Compliance Audit**

**Application for Compliance Audit – Candidate  
 Municipal Elections Act, 1996, s. 88**

Instructions:

- The applicant must be entitled to vote in an election in the Township of Essa
- The application for a compliance audit must be filed with the Clerk of by the legislated deadline outlined in Section 88.33 of the Municipal Elections Act, 1996; and
- The application must be submitted in person or by mail to:

**Township of Essa – Clerk’s Office  
 5786 County Road 21, Utopia ON  
 L0M 1T0**

**Applicant Details**

Last Name		First Name	
Address			
Qualifying Address (if different from above)			
Telephone Number		Email Address	

**Candidate Details**

Name of Candidate		Office of:	
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I, the undersigned applicant, an elector who is entitled to vote in an election in the Township of Essa, believe on reasonable grounds that the candidate noted above has contravened a provision under the *Municipal Elections Act, 1996*, relating to election campaign finances, and I hereby request a compliance audit of the candidate’s campaign finances.

**The reasonable grounds are: (Attach additional sheets if necessary)**

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Date submitted

Signature of Applicant

Internal Use Only:

Date Received:	Received by:	Date Forwarded to JCAC:
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This form contains information collected and maintained specifically for the purpose of creating a record available to the general public and may be inspected by any person at the Clerk’s Office at a time when the office is open (Subsection 88(5) MEA).

**Appendix B – Application for Compliance Audit**



**Application for Compliance Audit – Registered Third Party  
 Municipal Elections Act, 1996, s. 88**

**Instructions:**

- The applicant must be entitled to vote in an election in the Township of Essa
- The application for a compliance audit must be filed with the Clerk of by the legislated deadline outlined in Section 88.33 of the Municipal Elections Act, 1996; and
- The application must be submitted in person or by mail to:

**Township of Essa – Clerk’s Office  
 5786 County Road 21, Utopia ON  
 L0M 1T0**

**Applicant Details**

Last Name		First Name	
Address			
Qualifying Address (if different from above)			
Telephone Number		Email Address	

**Registered Third Party Details**

Name:	
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I, the undersigned applicant, an elector who is entitled to vote in an election in the Township of Essa, believe on reasonable grounds that the candidate noted above has contravened a provision under the *Municipal Elections Act, 1996*, relating to election campaign finances, and I hereby request a compliance audit of the candidate’s campaign finances.

**The reasonable grounds are: (Attach additional sheets if necessary)**

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\_\_\_\_\_  
 Date submitted

\_\_\_\_\_  
 Signature of Applicant

**Internal Use Only:**

Date Received:	Received by:	Date Forwarded to JCAC:
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This form contains information collected and maintained specifically for the purpose of creating a record available to the general public and may be inspected by any person at the Clerk’s Office at a time when the office is open (Subsection 88(5) MEA).