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# HALDIMAND COUNTY

## Report CS-CL-09-2018 Appointment of a Joint Municipal Election Compliance Audit Committee



For Consideration by Council in Committee on August 28, 2018

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### OBJECTIVE:

To appoint a Municipal Election Compliance Audit Committee, as required by the *Municipal Elections Act, 1996*.

### RECOMMENDATIONS:

1. THAT Report CS-CL-09-2018 Appointment of a Joint Municipal Election Compliance Audit Committee be received;
2. AND THAT Memorandum CS-CL-M02-2018 Addendum to Report CS-CL-09-2018 Appointment of a Joint Municipal Election Compliance Audit Committee be received and remain confidential;
3. AND THAT the following individuals be appointed as members of the Joint Municipal Election Compliance Audit Committee, serving the City of Brantford, County of Brant, Haldimand County, and Norfolk County for the term December 1, 2018 to November 14, 2022:
  - Brent Claridge
  - Alec Cowan
  - Frank Gelinas
  - Ronald Kaufman
  - Ravinder (Ruby) Toor

**Prepared by:** Evelyn Eichenbaum, Clerk

**Respectfully submitted:** Karen General, CPA, CGA, General Manager of Corporate Services

**Approved:** Donald G. Boyle, Chief Administrative Officer

### EXECUTIVE SUMMARY:

In order to meet the legislated requirement to appoint a Compliance Audit Committee, Councils of the City of Brantford, County of Brant, Haldimand County and Norfolk County approved the establishment of a joint committee to review any Audit applications and reports that are submitted, as outlined in the *Municipal Elections Act, 1996* (Act) following the municipal election. After reviewing applications, staff from all four participating municipalities are recommending five individuals to form the Joint Municipal Election Compliance Audit Committee (MECAC) for the upcoming term of Council.

### BACKGROUND:

Through Report CS-CL-08-2018, considered at the June 19, 2018 Council in Committee meeting and adopted at the June 25, 2018 Council meeting, the establishment of a Joint MECAC amongst the City of Brantford, County of Brant, Haldimand County and Norfolk County was supported, and Terms of

Reference for the committee were approved. As all four municipal councils supported the establishment of the joint committee, an application form and coordinated advertising to attract interested candidates were distributed through local media, e-mails and public notice on municipal websites and related social media platforms. The approved Terms of Reference provided that Clerks (or designates) from the four municipalities would meet to review applications, and the appointments selection would be approved by majority vote of the Clerks and then forwarded to each of the participating Councils for appointment. Applications were accepted up to August 3, 2018 and Clerks' staff from all four municipalities met on August 7, 2018 to review the applications in order to determine the list of recommended appointees for presentation to each Council.

The usual practice for Haldimand County Council to make appointments to a board or committee involves a list of applicants being provided as part of a closed addendum to an open report, and after Council's consideration in closed session, a motion is passed in open session, appointing the selected individuals. In this case, where the selection recommendation was delegated to staff from the four municipalities working as a group, and where each municipality is presenting the appointments in the form of a by-law or a report recommendation through public agendas, the recommended individuals are identified in this open session report. The applications of the 5 recommended appointees are included for Council's reference in closed addendum, Memorandum CS-CL-M02-2018.

## **ANALYSIS:**

A total of twenty (20) applications to serve as a member of the Joint MECAC were received by the deadline. In order to assess the applications, staff considered representation from individuals residing in a participating municipality, as well as experience with finance/auditing, the law/judiciary, and public administration. With Brantford having the largest population of the four municipalities, the staff group determined that one member would be chosen from the County of Brant, Haldimand County and Norfolk County respectively and two members from the City of Brantford.

After reviewing applications for work and volunteer experience, the following individuals are recommended, providing significant expertise in finance, law and public administration, as well as meeting the mandatory qualifications as outlined in the legislation. Copies of the application forms, outlining each individual's qualifications, are included in the closed addendum to this report, Memorandum CS-CL-M02-2018.

| NAME                 | MUNICIPALITY      | AREA OF EXPERTISE                 |
|----------------------|-------------------|-----------------------------------|
| Brent Claridge       | County of Brant   | Legal                             |
| Alec Cowan           | Haldimand County  | Financial                         |
| Frank Gelinis        | Norfolk County    | Financial/Public Administration   |
| Ronald Kaufman       | City of Brantford | Financial / Public Administration |
| Ravinder (Ruby) Toor | City of Brantford | Financial                         |

Applicants had the opportunity to indicate whether their applications would be shared with the local boards of education for the purposes of serving as part of their Compliance Audit Committees, and those applications have been forwarded on to the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board, respectively, for consideration.

## **FINANCIAL/LEGAL IMPLICATIONS:**

The Act requires that all municipalities appoint a Compliance Audit Committee by October 1 of an election year. The Committee will be tasked with reviewing and considering any applications for compliance audits of a candidate's or third party advertiser's campaign finances, and will also review

any reports prepared by the Clerk regarding apparent contraventions of contribution limits by any contributor to the campaign of an election candidate or third party advertiser.

The 2018 Municipal Election budget includes expenditures of \$1,000 related to MECAC and the draft 2019 Tax Supported Operating Budget will also include expenditures for anticipated MECAC activity.

### **STAKEHOLDER IMPACTS:**

Not applicable.

### **REPORT IMPACTS:**

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

### **ATTACHMENTS:**

None.