

**APPOINTMENTS
TO THE JOINT LEEDS AND GRENVILLE
2022 ELECTION
COMPLIANCE AUDIT COMMITTEE**

The municipalities of Athens, Augusta, Brockville, Edwardsburgh Cardinal, Elizabethtown-Kitley, Front of Yonge, Gananoque, Leeds & the Thousand Islands, Merrickville-Wolford, North Grenville, Prescott, Rideau Lakes and Westport are recruiting experienced professionals for appointment to the **Joint Leeds and Grenville 2022 Election Compliance Audit Committee**.

The *Municipal Elections Act, 1996*, as amended (MEA), requires municipalities to establish a Compliance Audit Committee to consider applications requesting audits of election campaign finances. The Committee may be required to appoint auditors and determine if legal proceedings are required as a result of the auditors' reports.

Applicants with a background in law, election administration, public administration, auditing and accounting, professionals who are required to adhere to codes of standards of their profession and those with in-depth knowledge of the campaign financing rules are preferred.

Applicants should have:

- Demonstrated knowledge and understanding of municipal elections, including campaign financing rules;
- Proven analytical and decision-making skills;
- Experience working on committees, task forces or similar settings;
- Availability and willingness to attend meetings during daytime and evening hours over a four-year term, as required; and
- Excellent oral and written communication skills.

Pursuant to subsection 88.37 (2) of the *MEA*, applicants cannot be candidates or registered third party advertisers in the 2022 Municipal Election, or any by-election during the 2022-2026 Council term, nor can they have committed to providing professional advice to any person running for office in any of the participating municipalities. Municipal employees and members of Council are also ineligible.

The Committee's term of office is four years, beginning in November 2022. Successful applicants, in good standing, will receive a \$100 retainer at the end of each year during the term, and may receive additional compensation depending on compensation by-laws of the local municipalities.

Applicants may be required to participate in an interview process.

For further information or to obtain an application form please visit the participating municipal websites or contact the Clerk of any of the participating municipalities, or the Clerk of the United Counties of Leeds and Grenville.

Deadline for applications is 4:00 p.m. on Friday, August 19, 2022



Joint Leeds and Grenville 2022 Election Compliance Audit Committee Application Form

Questionnaire & Certification:

Instructions for Completing this Questionnaire, and Preparing/Submitting your Application

- Please answer 'yes' or 'no' to each question.
- Submit a copy of your resume or brief summary of your experience, along with this application form.
- Your resume or brief summary of experience should be based on your skills, experience and qualifications compared to those listed below under 'Membership' and in the Committee's Terms of Reference.
- You should include detailed information in your resume or brief summary of experience for the questions where you answered 'yes'.
- Include your relevant current and past employer's names, and under each employer include the job titles, dates you were in each position and a summary of your experience for each position.
- Please **do not** include copies of transcripts, licenses, certificates, etc.
- Ensure your application, including a resume or summary of experience, is received by mail, in person, or by email before the deadline of **Friday, August 19, 2022 at 4:00 p.m.** to:

Lesley Todd, County Clerk
United Counties of Leeds and Grenville
25 Central Ave. W. Suite 100
Brockville, ON K6V 4N6
lesley.todd@uclg.on.ca
613-342-3840



Joint Leeds and Grenville 2022 Election Compliance Audit Committee Application Form

Membership

The Committee shall be composed of three (3) voting members, with three (3) alternate members that would assume all the rights and privileges of a voting member if called upon to replace a voting member.

Membership will be comprised of individuals with legal, election administration, public administration, auditing and/or accounting experience, professionals who are required to adhere to codes of standards of their profession and those with in-depth knowledge of the campaign financing rules of the *Municipal Elections Act, 1996 (MEA)* as amended. Members will be required to take Accessible Customer Service training as a condition of appointment which will be provided free of charge.

Pursuant to subsection 88.37(2) of the *MEA*, applicants cannot be candidates or registered third party advertisers in the 2022 Municipal Election, or any by-election during the 2022-2026 Council term, nor can they have committed to providing professional advice to any person running for office in any of the participating municipalities. Municipal employees and members of Council are also ineligible.

The selection process will be based upon the following criteria:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules;
- b. proven analytical and decision-making skills;
- c. experience working on a committee, task force or similar setting;
- d. availability and willingness to attend meetings; and
- e. excellent oral and written communication skills.

The term of office is from November 15, 2022 to November 14, 2026 to deal with applications from the 2022 Election and any by-elections during this term.



Joint Leeds and Grenville 2022 Election Compliance Audit Committee Application Form

Applicant Information	
Last Name:	First Name:
Mailing Address:	
Email Address:	
Phone No. 1:	Phone No. 2:

Required Skills and Knowledge		
Do you have knowledge and understanding of the <i>Municipal Elections Act, 1996</i> , as amended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have knowledge and understanding of the campaign financing rules of the <i>Municipal Elections Act, 1996</i> , as amended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have proven analytical and decision-making skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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Do you have experience working on a committee, task force, or similar setting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have excellent oral and written communication skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able and willing to attend meetings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your resume or summary of experience attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you have any conflict of interest or potential conflicts if you were to be appointed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have knowledge and understanding of the <i>Municipal Elections Act, 1996</i> , as amended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you consent to sharing your contact information with other municipalities or school boards for possible appointment to their Compliance Audit Committee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



Joint Leeds and Grenville 2022 Election Compliance Audit Committee Application Form

I hereby certify that the information contained in this application form is accurate.

If appointed to the Joint Leeds and Grenville 2022 Election Compliance Audit Committee, I agree that I will not provide professional advice, prepare or audit the election financial statements of any candidate for office on Council, or become a candidate in the 2022 municipal election or any by-elections during Council's term for any of the participating municipalities or register as a third party for any of the electoral candidates in participating municipalities.

Print Name

Applicant's Signature

Date

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, as amended, and the *Municipal Freedom of Information and Protection of Privacy Act*. The information is used to assess an applicant's eligibility to serve on the Joint Leeds and Grenville 2022 Election Compliance Audit Committee. Pursuant to Section 88 of the *Municipal Elections Act, 1996*, as amended, this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, and, until its destruction, may be inspected by any person at the Clerk's Office of any participating municipality at a time when the office is open. Questions about this collection can be directed to the Clerk of any participating municipalities or the Clerk of the United Counties of Leeds and Grenville.