

REPORT OF THE MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE

For consideration by the General Committee
of the City of Barrie on May 2, 2011

The Municipal Election Compliance Audit Committee met at 1:00 p.m. on April 12, 2011 in the Georgian Room, City Hall.

PRESENT: D. Downey
H. McDonald
K. Whitehead.

STAFF: City Clerk, D. McAlpine
Deputy City Clerk, C. deGorter.

The Municipal Election Compliance Audit Committee met and reports as follows:

11-MEAC-001 MUNICIPAL ELECTION COMPLIANCE AUDIT COMMITTEE ORIENTATION

Dawn McAlpine, City Clerk welcomed the members of the Municipal Election Compliance Audit Committee. She provided an overview of the Municipal Elections Act as it relates to the Committee, she noted that the legislation was changed and now required each municipality and board to appoint a Committee. Ms. McAlpine reviewed the Compliance Audit application form with the Committee noting that an application must be submitted to the City Clerk within 90 days of the filing deadline. She commented that within 30 days the Committee must determine if the application is granted, and if it is granted the Committee will appoint an auditor to conduct the audit. She explained that the Committee will determine if the audit outcome will result in legal action and may direct such action to be taken, if there are no reasonable grounds City Council may recover the auditor's costs from the applicant.

Ms. McAlpine reviewed the role of the City Clerk with respect to the Committee as outlined in the Municipal Elections Act.

11-MEAC-002 TERMS OF REFERENCE

Dawn McAlpine, City Clerk reviewed the terms of reference for the Municipal Election Audit Committee. She explained the committee mandate, the composition requirements, term of appointment and reporting structure. Ms. McAlpine reviewed the role of the Chairperson, how quorum is determined and how meetings are scheduled. She stated that the City Clerk or designate will act as the Committee Secretary and provide administrative support to the Committee. A copy of the Terms of Reference is attached as Appendix "A" to the Report of the Municipal Election Compliance Audit Committee dated April 12, 2011.

11-MEAC-003 COMPLIANCE AUDIT MEETING PROCEDURES

Dawn McAlpine, City Clerk reviewed the meeting procedures with the Committee noting that the Municipal Elections Act requires the Clerk to establish a set of procedures for the Committee. She explained the procedures for filing a compliance audit application and the requirements for holding a meeting. Ms. McAlpine reviewed the meeting procedures to obtain input from the members of the Committee. She stated that the procedures provide for notice requirements and how Committee decisions will be handled. A copy of the Municipal Election Compliance Audit Committee Procedures is attached as Appendix "B" to the Report of the Municipal Election Compliance Audit Committee dated April 12, 2011.

Members of the Committee asked a number of questions relating to the procedures.

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11-MEAC-004 SELECTION OF CHAIR

The Committee met and discussed the selection of the Chairperson for the Committee. Heather MacDonald was selected as the Chairperson for the 2010 – 2014 term.

The meeting adjourned at 1:51 p.m.

CHAIRMAN