

Election Compliance Audit Committee

Terms of Reference

1. Purpose

The Election Compliance Audit Committee (the "Committee") is established by the Thames Valley District School Board in accordance with the Municipal Elections Act, 1996 (the "MEA") to carry out the powers, duties, and responsibilities assigned to a compliance audit committee under the Act.

2. Authority

The Committee shall exercise the authority granted to it under the MEA, including consideration of compliance audit applications relating to trustee candidates' election campaign finances and any other matters assigned to the Committee under the Act.

The Committee shall act independently in the exercise of its statutory responsibilities.

3. Composition

The Committee shall consist of not fewer than three (3) and not more than seven (7) members appointed by the Board.

In accordance with the MEA, the Committee shall not include:

- employees or officers of the Board;
 - members of the Board of Trustees;
 - candidates in the election for which the Committee is established; or
 - registered third parties in the election for which the Committee is established.
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4. Term of Office

The term of office of the Committee shall be the same as the term of office of the Board that takes office following the next regular election.

The term of office of Committee members shall be the same as the term of the Committee to which they have been appointed.

5. Meetings

The Committee shall meet as required to fulfill its responsibilities under the MEA.

Where no applications or matters requiring consideration are received during the term of the Committee, the Committee is not required to meet.

A majority of appointed members shall constitute a quorum.

6. Administrative Support

Pursuant to the MEA, the Secretary of the Board, or designate, shall establish administrative practices and procedures for the Committee and carry out duties required under the Act to implement the Committee's decisions.

The Secretary of the Board, or designate, shall provide administrative and clerical support to the Committee, including:

- receipt and processing of applications;
- meeting scheduling and coordination;
- agenda preparation and distribution;
- minute-taking and maintenance of records;
- communication of Committee decisions;
- implementation of Committee decisions as required by the Act;
- coordination with legal counsel, auditors, and other parties, as required; and
- fulfillment of applicable records retention and public notice requirements.

Administrative support staff shall act solely in a support capacity and shall not participate in the Committee's deliberations or decision-making.

The provision of administrative support does not affect the independence of the Committee in exercising its statutory authority under the MEA.

7. Costs

The Board shall pay all costs related to the operation and activities of the Committee, including administrative support, legal services, auditor services, and member remuneration, where applicable.

8. Legislative Authority

These Terms of Reference shall be interpreted in a manner consistent with the Municipal Elections Act, 1996.

In the event of any conflict between these Terms of Reference and the MEA, the provisions of the Act shall prevail.