



# MUSKOKA COMPLIANCE AUDIT COMMITTEE MINUTES

Monday April 1, 2019

1:00 p.m.

Town of Bracebridge – Council Chambers

## 1. CALL TO ORDER:

C. Mortimer, Clerk, Township of Muskoka Lakes, called the meeting to order at 1:00 p.m. Committee Members and staff members from the District Municipality of Muskoka, the Towns of Bracebridge, Gravenhurst and Huntsville; and the Townships of Lake of Bays and Muskoka Lakes met in the Council Chambers at the Bracebridge Town Offices on Monday, April 1, 2019 with the following recorded as being present:

- Committee Members:
  - B. Panizza (Chair)
  - J. Pajunen (Vice Chair)
  - B. Webb (Member)
  - R. King (Alternate Member)
  - L. Thompson (Alternate Member)
  
- District Municipality of Muskoka: District Clerk, A. Back
  
- Town of Bracebridge: Director of Corporate Services/Clerk, L. McDonald  
Deputy Clerk, T. Arbuckle
  
- Town of Gravenhurst: Director of Legislative Services/Clerk, K. Thibeault
  
- Town of Huntsville: Municipal Clerk, T. Calleja  
Deputy Clerk, C. Best-Sararas
  
- Township of Lake of Bays: Director of Corporate Services/Clerk, C. Sykes  
Clerk's Assistant, E. Cole
  
- Township of Muskoka Lakes: Clerk, C. Mortimer
  
- Regrets: Clerk, J. Gunby, Township of Georgian Bay

Also in attendance was R. Hines, Associate, Aird & Berlis LLP.

## 2. DISCLOSURE OF PECUNIARY INTEREST

Nil.



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### 3. CONSIDERATION OF CLERK’S REPORTS

#### 3.1. Rebecca Hines, Associate, Aird & Berlis LLP

19-MCAC-001 R. Hines, Associate, Aird & Berlis, LLP, made a presentation regarding the compliance audit committee including, what is a compliance audit committee and the purpose of having a committee. She reviewed provisions of the Municipal Elections Act (MEA) including election campaign finance, registered third parties, compliance audit committee and their role, campaign contributions, campaign expenses, duties of candidates and registered third parties, campaign periods, financial statements and auditor’s report, filing dates and reporting periods. Ms. Hines provided an overview of the compliance audit process, including applications, appeals, Judicial review of compliance audit committee context, costs, appointment of an auditor, decisions to commence legal proceedings, and a summary of the process. She noted the Clerk’s report requirements including reviewing contributions, highlighted the new requirement for compliance audit committee’s to provide written reasons for their decisions, and provided an overview of offences, penalties and enforcement under the MEA.

#### 3.2. Clerk to review Administrative Practices and Procedures

19-MCAC-002 C. Mortimer, Clerk, Township of Muskoka Lakes, reviewed the Administrative Practices and Procedures for the Committee noting that there would be revisions to the draft applications following discussions with R. Hines and advised that Form 4’s would be posted on each municipality’s website. She reviewed committee member’s requirements for disclosures of pecuniary interests and presented an acknowledgement form for Members to sign off.

#### 3.3. Clerk to conduct selection of Chair and Vice-Chair

Resolution Number MCAC-1-01/04/19

19-MCAC-003 Moved by: J. Pajunen  
Seconded by: B. Webb

BE IT RESOLVED THAT Bob Panizza is hereby appointed Chair of the Muskoka Compliance Audit Committee.

**CARRIED**

Resolution Number MCAC-2-01/04/19

19-MCAC-004 Moved by: B. Webb  
Seconded by: B. Panizza

BE IT RESOLVED THAT Joan A. Pajunen is hereby appointed Vice Chair of the Muskoka Compliance Audit Committee.

**CARRIED**



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**4. CONSIDERATION OF APPLICATIONS FOR A COMPLIANCE AUDIT**

Nil.

**5. CONSIDERATION OF AUDITOR'S REPORTS / LEGAL REPORTS**

Nil.

**6. COMMITTEE IN CLOSED SESSION**

Nil.

**7. ADJOURNMENT**

Resolution Number MCAC-3-01/04/19

19-MCAC-005 Moved by: J. Pajunen  
Seconded by: B. Webb

BE IT RESOLVED THAT the Muskoka Compliance Audit Committee meeting of April 1, 2019 adjourn at 4:21 p.m.

**CARRIED**

Original Signed by Cheryl Mortimer

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Cheryl Mortimer, Clerk, Township of Muskoka Lakes