

# Joint Leeds and Grenville 2018 Election Compliance Audit Committee Application

## Questionnaire & Certification:

### Instructions for completing this Questionnaire and preparing your resume:

- Please answer 'yes' or 'no' to each question;
- Submit a copy of your resume or brief bio, along with this application form;
- Your resume or brief bio 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 and brief bio 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.

## 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*.

Pursuant to subsection 88.37(2) of the *Municipal Elections Act, 1996* applicants cannot be candidates or registered third party advertisers in the 2018 Municipal Election, or any by-election during the 2018-2022 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. possession of excellent oral and written communication skills.

The term of office is from December 1, 2018 to November 14, 2022 to deal with applications from the 2018 Election and any by-elections during this term.

Members will be required to take Accessible Customer Service training as a condition of appointment which will be provided free of charge.

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Applicant		
Last Name	First Name	
Mailing Address		
Email Address	Business Phone No.	Home Phone No.

### Required Skills & Knowledge

1. Do you possess the following experience (please include number of years experience in your resume or brief bio):

Knowledge and understanding of the *Municipal Elections Act, 1996*?  Yes  No

Knowledge and understanding of the Campaign financing rules of the *Municipal Elections Act, 1996*?  Yes  No

Proven analytical and decision-making skills?  Yes  No

Experience working on a committee, task force or similar setting?  Yes  No

Excellent oral and written communication skills?  Yes  No

Are you able and willing to attend meetings?  Yes  No

2. Resume or Brief Bio Attached?  Yes  No

3. Would you have any conflict of interest or potential conflicts if you were to be appointed?  Yes  No

If yes, please describe the general nature of the conflict of interest (e.g. provide financial assistance or legal counsel to any candidate, registered as a third party, etc.)

I hereby certify that the information contained in this application form is accurate. If appointed to the Joint Leeds and Grenville 2018 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 2018 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.

Signature	Date
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I consent to share my contact information with other municipalities or school boards for possible appointment to their Compliance Audit Committee.       Yes    No

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, s. 81.1 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 2018 Election Compliance Audit Committee. Pursuant to s.88 of the *Municipal Elections Act, 1996*, 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.

**Please submit completed application form with a brief resume or bio attached by mail, in person or by email 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](mailto:lesley.todd@uclg.on.ca)  
613-342-3840**