





The Committee shall adhere to a time frame established in the Act and related regulations.

Meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

Committee who misses three (3) consecutive meetings without being excused by the Committee.

### Notice of Meetings

The Committee Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days before the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.

The accidental missing to the notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Furthermore, any member of the Committee may at any time waive notice of any meeting.

### Governance

Committee shall be governed by Robert's Rules of Order, Procedural By-law and

The minutes of each meeting shall outline the general deliberations, specific actions,

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act, 1990, and shall disclose the pecuniary interest to the Secretary and absent themselves from meetings for the duration

### Receipt of Application from an Elector

Subsection 88.33 (1) of the Act believes on reasonable grounds that a candidate has or is likely to have a pecuniary interest in election campaign finances, may apply for a compliance audit of the Trustee candidate's election campaign finances.

Within the triggers set out in subsection 88.33 (1) of the Act, within 90 days, the applicant must submit a written application for a compliance audit to the Secretary of the Board for which the candidate was nominated for office, within the reasons for the elector's belief.

As per Subsection 88.33 (4) within 30 days after receiving the application, the Committee shall consider the application and decide if it should be granted or rejected.

As per Subsection 88.33 (7) of the Act, within 30 days after receiving the application, the Committee shall consider the application and decide if it should be granted or rejected.

As per Subsection 88.33 (8) of the Act, the Committee shall give written reasons for its decision in granting or rejecting the application.



### Receipt of

Subsection 88.33(5) of the Act, the clerk is responsible for reviewing the contributions reported on the financial statements submitted by a Trustee candidate, as required under Section 88.25 of the Act, to determine whether or not the contributor has exceeded any of the contribution limits under Section 88.9 of the Act.

As per Subsection 88.34 (5) of the Act, within 30 days after receiving the report, the clerk of the municipality shall prepare a report identifying each contribution made by a contributor to a Trustee candidate, and shall set out the contribution limits under Section 88.9 of the Act. The report shall set out the contributions made by that contributor to one or several of the Trustee candidates and shall be forwarded to the Secretary of the Board.

As per Subsection 88.34 (7) of the Act, the Secretary of the Board shall forward the report to the Clerk of the Board.

As per Subsection 88.34 (7) of the Act, within 30 days after receiving the report, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

As per Subsection 88.34 (7) of the Act, the decision of the Committee, and brief written reasons for the decision, shall be forwarded to the Secretary of the Local Board.

### Open Meetings

As per Subsections 88.33(5.1) and 88.34(9.1) of the Act, the meetings of the Committee shall be open to the public, despite sections 207 and 208.1 of the Education Act. Note that the Committee members are entitled to deliberate in private if required.

### Closed Meetings

As per Subsections 88.33(6) and 88.34(10) of the Act, the meetings of the Committee shall be open to the public, despite sections 207 and 208.1 of the Education Act.

### Recovery of Costs

If the report indicates there was no apparent contravention and the Committee finds no reasonable grounds for the application, the applicant is entitled to recover the auditor's costs from the applicant.

### Secretary of the Board

The Secretary of the Board shall forward the report to the Clerk of the Board, as required under Section 88.34(7) of the Act.

