JOINT COMPLIANCE AUDIT COMMITTEE

Serving the Interested Municipalities of the Almaguin Area

The Township of Armour	The Township of Perry
The Village of Burk's Falls	The Township of Ryerson
The Township of Joly	The Village of South River
The Town of Kearney	The Township of Strong
The Township of Machar	The Village of Sundridge
The Municipality of Magnetawan	The Township of Murrich/Monteith

FIRST MEETING MINUTES

Date: Friday, November 13, 2026
Time: 10:00 a.m.
Location: Hybrid Meeting Township of Armour Council Chambers and via Zoom
Recording Clerk: Charlene Watt, Municipal Clerk, Township of Armour

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PRESENT:

Committee Members:

- Robert Edmonstone
- Rakel Gray
- Debbie Hope
- Rachael Jackson

Participating Clerks / Municipal Staff:

- Charlene Watt, Township of Armour
- Jenny Leblond, Town of Kearney
- Nancy Field, Township of Ryerson

1. CALL TO ORDER

The meeting was called to order at **10:00 a.m.** by Charlene Watt, Municipal Clerk, Township of Armour. Committee Members and participating municipal Clerks were welcomed to the inaugural meeting of the Joint Compliance Audit Committee (JCAC).

2. CONFIRMATION OF QUORUM & INTRODUCTIONS

The Clerk confirmed that quorum was present. Committee Members and the hosting Clerk provided brief introductions.

3. LAND ACKNOWLEDGEMENT

The Chair provided the following Land Acknowledgement:

Armour Township is situated on the traditional lands of the Anishinabe. Armour Township recognizes the historical and contemporary contributions of the local first nations and the peoples of Turtle Island.

4. DECLARATIONS OF PECUNIARY INTEREST

No pecuniary interest and general nature thereof were declared.

In municipal government, it refers to a situation where a member of a local board may benefit financially, either directly or indirectly, from a decision or matter before the board.

5. ADOPTION OF AGENDA

The Committee considered the agenda for the first meeting of the Joint Compliance Audit Committee.

Moved by: Robert Edmonstone
Seconded by: Rakel Gray
THAT the agenda for the first meeting of the Joint Compliance Audit Committee be adopted.
CARRIED.

6. REVIEW AND ACCEPTANCE OF TERMS OF REFERENCE

The Committee reviewed the **Joint Compliance Audit Committee Terms of Reference**.

The Committee was advised that the mandate of the Joint Compliance Audit Committee is established under Sections 88.33 to 88.37 of the *Municipal Elections Act, 1996*, as amended.

The Committee reviewed its mandate, including its responsibility to perform the functions required in relation to compliance audit applications and certain reports concerning campaign contributions.

The Committee noted that its responsibilities may include:

- considering applications for compliance audits;
- determining whether an application should be granted or denied;
- providing written reasons for its decisions;
- appointing an auditor where a compliance audit application is granted;
- considering an auditor's report;
- determining whether legal proceedings should be commenced where authorized by the Act; and
- considering reports relating to contributions to candidates or registered third parties.

It was noted that the Committee consists of four members, one of whom is designated as an Alternate Member. A Chair, Vice-Chair and Secretary are required to be appointed at the first Committee meeting.

7. ELECTION/APPOINTMENT OF OFFICERS

7.1 Chair

The Committee proceeded with the appointment of a Chair.

Nomination(s):

Moved by: Debbie Hope
Seconded by: Rakel Gray
THAT Robert Edmonstone be appointed Chair of the Joint Compliance Audit Committee.
CARRIED.

Chair: Robert Edmonstone accepted the nomination.

7.2 Vice-Chair

The Committee proceeded with the appointment of a Vice-Chair.

Nomination(s):

Moved by: Robert Edmonstone
Seconded by: Rakel Gray
THAT Debbie Hope be appointed Vice-Chair of the Joint Compliance Audit Committee.
CARRIED.

Vice-Chair: Debbie Hope accepted the nomination.

7.3 Secretary

The Committee proceeded with the appointment of a Secretary.

Nomination(s):

Moved by: Debbie Hope
Seconded by: Rachael Jackson
THAT Rakel Gray be appointed Secretary of the Joint Compliance Audit Committee. **CARRIED.**

Secretary: Rakel Gray accepted the nomination.

The Terms of Reference require that a Chair, Vice-Chair and Secretary be appointed at the first Committee meeting.

7.4 Alternate

The Committee was advised that **Rachael Jackson** was appointed by the participating Councils as the Alternate Member of the Joint Compliance Audit Committee.

The Alternate serves as a replacement for a regular Committee Member when that member is unable to participate or is otherwise unavailable. When acting as a Committee Member, the Alternate participates fully in Committee proceedings, including discussion and voting, and is subject to the same rules and obligations as the other Committee Members.

Moved by: Debbie Hope
Seconded by: Robert Edmonstone
THAT the Committee receive the information regarding the appointment and role of the Alternate Member. **CARRIED.**

8. COMMITTEE ORIENTATION

The Committee received an orientation concerning its role, mandate and procedures.

The orientation included a review of:

- the role and mandate of the Committee;
- the compliance audit application process;
- the auditor appointment process;
- decision-making and written reasons;
- the reasonable grounds standard;
- procedural fairness;
- conflicts of interest;
- open and closed meetings;
- voting and quorum; and
- the respective roles of the Chair, Committee Members and Clerk.

The Committee discussed the distinction between determining whether reasonable grounds exist to believe a contravention has occurred and determining guilt or innocence.

The Committee was advised that its standard of review is whether there are **reasonable grounds to believe that a contravention of the Act has occurred**. The Committee is not required to determine guilt or innocence, but rather whether the statutory threshold for granting an audit or commencing legal proceedings has been met.

9. ADMINISTRATIVE MATTERS

The Committee reviewed administrative matters relating to member compensation, mileage and administrative support provided by the Township of Armour.

The Committee was advised that administration of Committee compensation is the responsibility of the Office of the Clerk/Treasurer for the Township of Armour.

9.1 Committee Compensation

The Committee was advised that compensation consists of:

- **Annual honorarium:** $500.00 per active Committee Member, including the Alternate Member; and
- **Meeting per diem:** $100.00 per meeting attended.

The Committee was advised that the **Treasurer for the Township of Armour will email Committee Members in October 2027** requesting that Members submit an invoice for compensation owing for the period of **November 2026 to October 2027** and annually throughout the committee appointment term.

Committee Members were reminded to:

1. Include the **November 13, 2026 inaugural meeting** on their invoice at the rate of **$100.00**; and
2. Keep a record of any additional Joint Compliance Audit Committee meetings attended during the November 2026 to October 2027 period, including any meetings required to consider a compliance audit application, auditor's report or other matter within the Committee's mandate.

Members were advised to include all applicable meeting per diems on their October 2027 invoice.

The Terms of Reference provide that the annual honorarium and meeting per diem are shared among the participating municipalities, with payment for the initial meeting shared equally among the participating municipalities.

9.2 Mileage

The Committee was advised that mileage is reimbursed in accordance with the Canada Revenue Agency's reasonable per-kilometre mileage rates, upon receipt of a request for reimbursement from the Committee Member.

Moved by: Robert Edmonstone
Seconded by: Debbie Hope
THAT the Committee receive the information regarding member compensation, mileage and administrative support. **CARRIED.**

10. 2026 ELECTION TIMELINE

The Committee received an overview of the 2026 municipal election timeline and the statutory requirements that may result in future Committee business.

The Committee reviewed:

- financial statement deadlines;
- Clerk review and reports;
- potential compliance audit applications; and
- statutory timelines applicable to the Committee.

The Committee was advised that following Election Day and the final day for candidates to submit their Financial Statements, the Clerk of the applicable municipality will review the Statements and prepare a report regarding spending regulations and limits for consideration by the Compliance Audit Committee.

The Committee noted that, where an application for a compliance audit is received, the Committee must consider the application and decide whether to grant or reject the request within the applicable statutory timeframe.

Election / Statutory Dates:

Matter	Date
2026 Municipal Election Day	Monday, October 26, 2026

Matter	Date
Candidate Financial Statement Deadline	Tuesday, March 30, 2027, by 2:00 p.m.
Clerk Review / Report	After the March 30, 2027 financial statement deadline — no specific statutory date prescribed. If Clerk notes compliance issues, will forward report to JCAC.
Compliance Audit Application Deadline	Generally, within 90 days of the applicable financial statement filing deadline. For the initial filing deadline of March 30, 2027, this is June 28, 2027. However, the ultimate deadline may be later if a candidate files a financial statement within the permitted additional period, files a supplementary financial statement, or receives an extension.
Applicable Committee Decision Deadline	Within 30 days after the Committee receives the compliance audit application.
Supplementary Financial Statement	Friday, September 24, 2027
Potential Final Compliance Audit Application Deadline	Thursday, December 23, 2027, being 90 days after the September 24, 2027 supplementary filing date, where the supplementary filing date is the latest applicable date.

11. NEXT MEETING

The Committee was advised that future meetings will be scheduled as required. The Clerk of the relevant municipality will summon the Committee when a compliance audit application is received.

The Terms of Reference provide that subsequent meetings are held in response to applications for compliance audit, to a maximum of four meetings per application, in consultation with the Clerk of the respective municipality.

Next Meeting:

The Committee determined that no future meeting date would be established at this time and that the Committee will be summoned by the Clerk of the relevant municipality when required.

12. ADJOURNMENT

Moved by: Robert Edmonstone
Seconded by: Debbie Hope
THAT the meeting of the Joint Compliance Audit Committee be adjourned at **10:27 a.m.**
CARRIED.

CERTIFIED CORRECT

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Chair
Joint Compliance Audit Committee

Secretary
Joint Compliance Audit Committee

Date: _____