



The Municipal Corporation of the
Town of Fort Erie

**NIAGARA COMPLIANCE AUDIT
COMMITTEE MEETING**

TUESDAY, MAY 17, 2011

**TOWN HALL, TOWN OF FORT ERIE
1 MUNICIPAL CENTRE DRIVE
CONFERENCE ROOM #1**

MINUTES

1) CALL TO ORDER

Carolyn Kett, Town Clerk, Town of Fort Erie called the meeting to order at 4:04 p.m.

2) APPOINTMENT OF CHAIR

Resolution No. 1

Moved by: David Barrett

THAT:Alex Sutic be appointed as the Chair for the purposes of this meeting. (CARRIED)

3) ROLL CALL

Committee Members:

John W. Bald, Lincoln
Alex Sutic, Grimsby
Bob Hildebrandt, Pelham
*Margo Pinder, Lincoln
Allan G. Andrews, Grimsby
David Barrett, Welland
John K. Bice, Niagara-on-the-Lake

*Arrived at 4:15 p.m.

School Boards

Wayne McNally, DSBN

Ministry of Municipal Affairs & Housing

*Marco Melia
*Diane Ploss

*Departed at 6:45 p.m.

Other Municipal Representatives Attending:

Heather Salter, Town Solicitor, Town of Fort Erie
Cheryl Watson, Legislative Assistant, Town of Fort Erie

Area Clerk's Attending:

Susan Dods, City of St. Catharines
Dean Iorfida, City of Niagara Falls
Bill Matson, Deputy Clerk, City of Niagara Falls
Carolyn Langley, Township of West Lincoln
Carolyn Kett, Town of Fort Erie
Ashley Grigg, City of Port Colborne
*Tanya Lamb, Township of Wainfleet
William Kolasa, Town of Lincoln
Laura Bubenko, Deputy Clerk, City of Welland

*Arrived at 4:10 p.m.

ABSENT:

Committee Member:

John W. Bald, Lincoln

Area Clerk's Attending:

Nancy Bozzato, Town of Pelham

School Boards

Larry Reich, NCDSB

MEDIA PRESENT: NIL

MEMBERS OF THE PUBLIC PRESENT: 2

4) DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE

NIL

5) COMPLIANCE AUDIT APPLICATIONS

(a) Town of Fort Erie Applications

Re: Selection of Committee Members

Ms. Kett explained the Town of Fort Erie has received three applications. Three committee members would be chosen from a draw of the hat to conduct the Compliance Audit Committee Meeting for the Town of Fort Erie applications. She advised that 5 out of 7 Committee Members were present at this point, therefore if a name of a committee member was drawn who was not present, their name would be returned to the hat.

Ms. Kett requested Ms. Salter, Town Solicitor to draw three names from the hat which resulted in the following Compliance Audit Committee Members for the Town of Fort Erie: John Bice, Alex Sutic and David Barrett.

(b) Other Municipalities/School Boards

Ms. Kett explained the DSBN has received one application. She asked Mr. McNally, DSBN if he would like a separate selection of the Compliance Audit Committee members that will conduct the Meeting for the DSBN. Mr. McNally advised the Board does not have a preference to select their own committee and he would defer to the Regional process.

Ms. Kett requested Ms. Salter to draw three names from the hat, which resulted in the following Compliance Audit Committee Members for the District School Board of Niagara: Al Andrews, David Barrett and Alex Sutic.

The Clerk advised the regular deadline for receipt of Compliance Audit Applications by municipalities is June 23, 2011.

**6) EDUCATION AND TRAINING OF NIAGARA COMPLIANCE
AUDIT COMMITTEE MEMBERS**

- (a) Presentation by Ministry of Municipal Affairs and Housing – Marco Melia and Diane Ploss

Re: Municipal Elections Act Overview - Campaign Finances

Mr. Melia and Ms. Ploss delivered a powerpoint presentation which can be accessed in full text by clicking on the presentations link and a paper copy of same is also available in the Clerk's Office.

Mr. Melia and Ms. Ploss provided an overview of the role of the Compliance Audit Committee under the *Municipal Elections Act, 1996*, as amended. They also spoke to the rules for candidate election campaign finances under the *Act*.

- (b) Presentation by Carolyn J. Kett, Town Clerk, Town of Fort Erie

Re: Review of Niagara Compliance Audit Committee Procedures and Binder Materials

Ms. Kett delivered a powerpoint presentation which can be accessed in full text by clicking on the presentations link and a paper copy of same is also available in the Clerk's Office.

Ms. Kett explained the binder of materials circulated to all those in attendance for the training session. She also provided an overview of the Niagara Compliance Audit Committee Procedures that was included in the binder of materials.

7) MEETING SCHEDULE AND AVAILABILITY

Re: Determine preferred dates and times for Compliance Audit Meetings

The Clerk polled the Compliance Audit Committee Members to confirm a date to conduct the Town of Fort Erie Compliance Audit Committee Meeting. The Meeting date was confirmed as Monday, June 6, 2011 beginning at 4:00 p.m. in Conference Room #1, Town Hall to consider all 3 applications.

Mr. McNally advised the Compliance Audit Committee Members that he would contact them to confirm the date of their meeting.

8) OTHER MATTERS

NIL

9) ADJOURNMENT

Recommendation No. 2
Moved by: David Barrett

THAT: The Compliance Audit Committee Meeting hereby adjourns at 7:24 p.m.
(CARRIED)

Prepared by:

Carolyn J. Kett, A.M.C.T.,
Town Clerk
Town of Fort Erie

Reviewed by Compliance Audit Committee Members:

Alex Sutic

John Bice

David Barrett