

Application

Joint Municipal Election Compliance Audit Committee

Instructions

Committee membership will be drawn from the following groups:

- Accounting and audit: accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates
- Academic: college or university professors with expertise in political science or local government administration
- Legal
- Other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996

The Questionnaire section has its own set of instructions.

How to Submit the Application

Completed applications must be received by the Town Clerk no later than 4:30 p.m. on July 24, 2026. There are two ways to submit your application:

- Email to TownClerk@oakville.ca
- Mail to
Town Hall, Attention: Town Clerk,
1225 Trafalgar Road
Oakville, Ontario, L6H 0H3

Application

Personal information contained on this form is collected under the authority of s. 88.37 of the Municipal Elections Act, 1996 (the “Act”). The information will be used to assess an applicant’s eligibility to serve on the Joint Compliance Audit Committee and will be retained as part of the official records. Pursuant to section 88(5) of the Act, this document is a public record and, until its destruction, may be inspected by any person at the Regional Clerk’s Office at any time when the office is open. Questions about this collection can be directed to the Town Clerk, 1225 Trafalgar, Oakville, ON L6H 0H3, 905-845-6601 ext. 3015.

Applicant Information

First Name:

Last Name:

Telephone:

Business Telephone:

Email:

Questionnaire

Instructions for completing this application and preparing your resume

- Please answer Yes or No to each question.
- Do not select both Yes and No.
- Do not leave any question blank.
- Your resume or brief bio should be based on your skills, experience and qualifications compared to those listed in the terms of reference for the committee.
- Submit a copy of your resume or brief bio along with this application form.
- Do not include copies of transcripts, licenses, certificates, or similar supporting documents.

Question 1

In accordance with the Municipal Elections Act, the committee shall be composed of between three (3) and seven (7) members, and shall not include:

- employees or officers of the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville or Halton Region;
- members of Council for the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville or Halton Region;
- any persons who are candidates or registered third parties in the 2026 Municipal Election.

In addition, the following individuals are ineligible to apply to serve on the committee:

Persons having a connection to a Candidate or a Registered Third Party in the election for which the Committee is established, or during either of the two previous election cycles (2018 and 2022), in any of the ways set out below and to a degree such that, in the view of the Selection Committee, it would raise a reasonable apprehension of bias on the part of the potential Member, cannot be appointed as Members of the Committee:

- (a) a connection through a Family member;
- (b) through an employment, contractual, business, or partnership relationship;
- (c) by assisting the campaign of any Candidate or Registered Third Party either directly or indirectly through a relationship set out in (a) or (b) above, including by conducting audits or providing financial or legal advice in respect to such campaigns.

Are you any of the aforementioned? Yes No

Members must be demonstrably independent, impartial, and free from political affiliation or activity that could create a reasonable apprehension of bias.

Eligibility requirements apply for the duration of the term, not only at the time of appointment.

Question 2

Do you possess the following?

- (a) Knowledge and understanding of municipal election campaign financing rules: Yes No
- (b) Experience in administrative law: Yes No
- (c) Analytical and decision-making skills: Yes No
- (d) Experience working on a committee, task force or in a similar setting: Yes No
- (e) Excellent oral and written communication skills: Yes No

If you selected “Yes” to questions (a) and (d) in Question 2, please briefly outline how you obtained this knowledge or experience, and how you have applied this knowledge or experience:

Question 3

Please provide your reasons for applying to this committee:

Question 4

Will you be available to participate in meetings during the day or after business hours? Please list any restrictions on your availability:

Question 5

Please list any other skills, abilities or experience you have that you believe will benefit the committee:

Question 6

Is a copy of your resume or a brief bio attached to this application? Yes No

Certification and Signature

If appointed to the Joint Compliance Audit Committee, I agree that I will not provide advice to, prepare or audit the election financial statements of any candidate seeking election for any office in the City of Burlington, the Town of Halton Hills, the Town of Milton, or the Town of Oakville, or any by-elections for any of these municipalities during the 2026–2030 term of Council, or for any registered third party participating in the 2026 Municipal Election in these municipalities.

I hereby certify that the information contained in this application is accurate.

Signature:

Date (yyyy-mm-dd):