



Municipal Election Procedure	
Procedure Name:	Compliance Audit Committee – Supplementary Procedure
Procedure Number:	CLK MEP-19
Creation Date:	April 1, 2026

### 1. Authority

Pursuant to Section 88.37 of the *Municipal Elections Act, 1996* (the Act), all municipalities and local boards are required to appoint a Compliance Audit Committee.

The Compliance Audit Committee must be appointed prior to October 1 in an election year and shall consist of not fewer than three and not more than seven members.

The Town of Pelham participates in a Joint Compliance Audit Committee established in cooperation with other participating municipalities and the Region of Niagara.

The Region of Niagara is responsible for establishing the Terms of Reference for the Joint Compliance Audit Committee, which shall be approved by each participating municipality, and for coordinating the appointment process for committee members on behalf of participating municipalities and boards.

### 2. Purpose

The purpose of the Compliance Audit Committee is to fulfill the requirements established under the Act related to campaign finance compliance for municipal elections.

The Committee provides an independent process for the consideration of applications requesting a compliance audit of a candidate's or registered third party advertiser's election campaign finances.

### 3. Responsibilities

The responsibilities of the Compliance Audit Committee include, but are not limited to:

- considering applications submitted by electors requesting a compliance audit of a candidate's or registered third party advertiser's campaign finances;
- determining whether the application demonstrates reasonable grounds to believe that a contravention of the campaign finance provisions of the Act has occurred;
- deciding whether to grant or reject an application for a compliance audit;



- appointing an auditor to conduct the compliance audit where an application is granted;
- receiving and considering the auditor's report; and
- determining whether legal proceedings should be commenced in relation to any apparent contravention of the Act.

Further administrative practices, eligibility requirements and detailed procedures governing the operation of the Compliance Audit Committee will be established separately through the Terms of Reference and related procedures coordinated by the Regional Municipality of Niagara and communicated by the Clerk as required.

#### **4. Interpretation and Prevailing Authority**

The Procedure shall be interpreted in a manner consistent with the principles of the Act.

Where conflict exists between this Procedure and Provincial legislation, Provincial legislation prevails.