

## Information for Candidates 2025 Niagara Regional Council Vacancy

### Introduction

Thank you for your interest in serving the public as a Niagara Regional Council representative for the Town of Pelham, until the end of the 2022-2026 term.

At its meeting on February 22, 2025, Niagara Regional Council declared one (1) Town of Pelham Regional Councillor seat vacant. Town of Pelham Council has determined that this vacancy will be filled by appointment through a call for applications, in accordance with the *Municipal Act, 2001*, and Council Vacancy Policy (S201-22).

The Town of Pelham Council will recommend the appointment to Niagara Regional Council, which will confirm the appointment at a meeting of its choosing in accordance with Niagara Regional Policy (C2-001).

The *Municipal Elections Act, 1996* (MEA) sets out in detail the requirements to be met by candidates for office. These requirements have been summarized for your convenience. However, we recommend that you obtain your own updated copy of the MEA, which can be downloaded from the Ministry's website at <https://www.ontario.ca/laws/statute/96m32>

Should any questions arise when reviewing this package or completing the application form, please do not hesitate to contact the Clerk's Office with any questions you may have about the process.

Sarah Leach, Acting Town Clerk  
905-980-6657 or [sleach@pelham.ca](mailto:sleach@pelham.ca)

Sarah Conidi, Deputy Clerk  
905-980-6662 or [sconidi@pelham.ca](mailto:sconidi@pelham.ca)

Jodi Legros, Legislative Coordinator, Clerk's Department  
905-980-6664 or [jlegros@pelham.ca](mailto:jlegros@pelham.ca)

## **Application Submission and Appointment Information**

Applications and supporting documents must be filed in person, by appointment, during regular business hours (8:30 a.m. to 4:30 p.m., Monday through Friday), at Town Hall, 20 Pelham Town Square, Fonthill, ON, from **Monday, March 10, 2025, until 2:00 p.m. on Wednesday, March 19, 2025.**

Applicants are required to present valid government-issued identification.

Please note that various forms within this package require the declaration and signature of both the Clerk and the candidate. While these forms are provided in advance for review, **the candidate must NOT sign the forms until the appointment.**

In addition to the application package, applicants may also submit a personal statement of qualification for Council's consideration. Personal statements must be typewritten in a 12-point font on letter-size paper (8½ x 11"), not exceed two (2) pages in length, and include the Candidate's name and address. Statements that do not meet these requirements will not be included in any Council meeting agenda or provided to Council by the Clerk.

Applicants can book an appointment with any of the Clerk's staff members listed on page 1. Appointments are not expected to exceed 15 minutes.

If, after filing, you decide you no longer wish to run, you must formally withdraw, in writing, to the Clerk by 2:00 p.m. on Wednesday, March 19, 2025.

Certified candidates will be posted to the Town of Pelham website by 4:30 p.m. on Thursday, March 20, 2025.

## **What is the Term of Office?**

If you are the successful candidate, your term will begin when you take your Declaration of Office (date TBD by the Regional Clerk) and will end on November 14, 2026. This position is traditionally filled through an election-at-large during a regular municipal election.

A copy of the Niagara Region Regular Meeting Schedule, including meeting times, is included within this package. Additionally, Councillors must be a member of at least one standing committee.

## **Niagara Regional Council Membership**

Niagara Regional Council acts as the final decision-making body for Niagara Region and serves as the Board of Health.

### Council membership

- One regional chair
- 12 elected mayors from Niagara's area municipalities
- 19 elected representatives from Niagara's area municipalities

## **Who Can be a Candidate?**

Candidates for the office of Councillor, Regional Municipality of Niagara (Pelham representative) must meet the same eligibility criteria as voters or electors.

### You must be:

- ✓ a Canadian citizen
- ✓ at least 18 years of age
- ✓ a resident of the Town of Pelham, or
- ✓ an owner or tenant of land in the Town of Pelham, or the spouse of the owner or tenant
- ✓ not legally prohibited from voting
- ✓ not disqualified by any legislation from holding municipal office.

## **Important dates:**

- Application open – Monday, March 10, 2025
- Application deadline – Wednesday, March 19, 2025 (by 2:00 p.m.)
- Withdrawal of Application – Wednesday, March 19, 2025 (by 2:00 p.m.)
- Official List of Candidates to be posted on the Town website – Thursday, March 20, 2025 (by 4:30 p.m.)
- Applications Considered by Council - Wednesday, March 26, 2025.

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## **Council Consideration**

At their regular meeting on March 26, 2025, Council will consider applications submitted for the position of Councillor, Regional Municipality of Niagara. Council may choose to make a recommendation for appointment at this meeting. Alternatively, Council reserves the right to invite select candidates to a future meeting to make a presentation.

Applications will be reviewed in a closed session. However, any vote to either reduce the number of candidates or make a formal recommendation for appointment will be conducted in an open session.

Applicants are not required to attend the meeting in person but are welcome to do so. The meeting will also be livestreamed through the Town of Pelham YouTube channel. The Clerk will notify all applicants of the results as soon as possible following the meeting.

# 2025 LEGISLATIVE SCHEDULE OF REGULAR MEETINGS

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
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MARCH						
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30	31					

APRIL						
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MAY						
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JUNE						
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29	30					

JULY						
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27	28	29	30	31		

AUGUST						
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31						

SEPTEMBER						
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\*BRCOTW meeting at 4:00 p.m.

OCTOBER						
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NOVEMBER						
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DECEMBER						
S	M	T	W	T	F	S
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28	29	30	31			

Council	Stat Holiday	Budget Review Committee of the Whole
Committee Week	March Break	Workshop - Budget
Committee of the Whole	Regional Chair's Golf Tournament	

AMO Conference - August 17 - 20, 2025 Ottawa, ON	FCM Conference - May 29 - June 1, 2025 Ottawa, ON
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## Meeting Times

**Council**  
**Committee of the Whole, Budget Review Committee of the Whole**  
**Public Works Committee**  
**Public Health and Social Services Committee**  
**Corporate Services Committee**  
**Planning & Economic Development Committee**

Thursdays at 6:30 p.m.  
 Thursdays at 6:30 p.m.  
 Tuesdays at 9:30 a.m.  
 Tuesdays at 1:00 p.m.  
 Wednesdays at 9:30 a.m.  
 Wednesdays at 1:00 p.m.

*Approved by Regional Council on September 26, 2024*

<b>Regional Council Vacancy - Application for Appointment to the Position of Councillor, Regional Municipality of Niagara (Pelham Representative)</b>		
The application form must be filed in person.		
Candidate Full Name:	For the Office of: <b>Councillor, Regional Municipality of Niagara</b>	
Candidate's <b>Qualifying Address</b> within the Municipality		
Street Number:	Street Name:	
Municipality:	Province:	Postal Code:
Candidate's Full Mailing Address (if different from the qualifying address) and Contact Information		
Street Number:	Street Name:	
Municipality:	Province:	Postal Code:
Telephone Number(s):	Email Address (optional):	
<b>Declaration of Qualification and Consent</b>		
I, _____, declare that I am presently legally qualified to be appointed to hold the office of Councillor, Regional Municipality of Niagara, and I consent to accept that appointment to that office if appointed. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as it made under oath.		
Declared before me at the Town of Pelham		
This _____ day of March, 2025.		
Signature of Clerk or Commissioner, etc.	Signature of Applicant	
Date Filed (yyyy/mm/dd):	Time Filed:	Initial of Clerk or Designate:
<b>Certification by Clerk or Designate</b>		
I, the undersigned Clerk of this municipality do hereby certify that I have examined the application of the aforesaid applicant filed with me and am satisfied that the nominee is qualified to be appointed and the appointment complies with the Act.		
Signature:	Date Filed (yyyy/mm/dd)	

**Declaration of Qualifications  
Councillor, Regional Municipality of Niagara**

I, \_\_\_\_\_, a nominated candidate for the office of Councillor, Regional Municipality of Niagara;

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001*, to be elected to and to hold the office of Councillor, Regional Municipality of Niagara.
2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of The Town of Pelham or the owner or tenant of land in The Town of Pelham or the spouse of such owner or tenant.
3. I am not ineligible, disqualified or prohibited under the *Municipal Elections Act, 1996*, as amended, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3, I am not:
  - a. An employee of The Town of Pelham, or if I am an employee of The Town of Pelham, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*, as amended.
  - b. I am not a person who is not an employee of The Town of Pelham but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of The Town of Pelham.
  - c. I am not a judge of any court.
  - d. I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of The Town of Pelham prior to 2:00 p.m. on March 19, 2025. I understand that the Clerk of The Town of Pelham will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
  - e. I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such Act.
  - f. I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such Act.

5. I am prohibited from voting at the Municipal Election under section 17(3) of the *Municipal Elections Act, 1996*, as amended, if I am:
  - a. A person who is serving a sentence of imprisonment in a penal or correctional institution.
  - b. A corporation.
  - c. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
  - d. A person who was convicted of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted
6. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996*, as amended or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91(1)).
7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996*, as amended. (Section 88.23).

AND I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Town of Pelham

This \_\_\_\_\_ day of March, 2025

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Town Clerk/Election Official Signature

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996 and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Town of Pelham, until the next municipal election. Questions about this collection of personal information should be directed to the Town Clerk, Town of Pelham, 20 Pelham Town Square, Fonthill, Ontario, L0S 1E0. Tel. 905-892-2607, ext. 315.

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### Candidate Information Release Form

I, \_\_\_\_\_, having applied for the position of Councillor, Regional Municipality of Niagara, as the Town of Pelham representative, do hereby consent to the public disclosure (including posting on the municipality's website) of the following personal information contained within this submission package, and filed:

On the \_\_\_\_\_ day of March, 2025.

- Qualifying address within the municipality
- Telephone number: \_\_\_\_\_
- E-mail address: \_\_\_\_\_

Your name, as it appears on the application form, will be posted on the Town of Pelham website as part of the certified candidate list. If you would like your name to appear differently on the website, please provide it below:

- Name, if different from Application Form: \_\_\_\_\_

Dated at the Town of Pelham, this \_\_\_\_\_ day of March, 2025.

\_\_\_\_\_  
Signature of Candidate