

---

**Information for Applicants**  
**Upcoming Town of Pelham Ward One Council Vacancy**

**Introduction**

Thank you for your interest in serving the residents of Pelham as a Ward One Town Councillor for the remainder of the 2022-2026 Council Term, concluding November 14, 2026.

At their meeting on March 26, 2025, Town of Pelham Council recommended the appointment of a sitting Council member to Niagara Regional Council to fill a vacancy. As a result, a vacancy is anticipated on Pelham Town Council for Ward One.

This vacancy is expected to be formally declared by Council at its meeting on April 16, 2025, and will be effective shortly thereafter. In accordance with the *Municipal Act, 2001*, and the Council Vacancy Policy (S201-22), Council has directed that the position be filled through a public call for applications. On April 16, 2025, Council will review and consider applications from interested candidates to determine the most suitable individual to serve for the remainder of the current term.

The *Municipal Elections Act, 1996* (MEA) outlines the eligibility requirements for candidates seeking public office. This package provides a summary of those requirements for your convenience. However, candidates are encouraged to review the complete and up-to-date MEA, which can be downloaded from the Ministry's website at <https://www.ontario.ca/laws/statute/96m32>

If you have any questions while reviewing this package or completing the application form, please do not hesitate to contact the Clerk's Office for assistance.

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

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

Jodi Legros, Legislative Coordinator, Clerk's Department  
905-980-6664 | [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 31, 2025, until 2:00 p.m. on Wednesday, April 9, 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 applicant. While these forms are provided in advance for review, **the applicant 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 applicant'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 anticipated 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, April 9, 2025.

Certified candidates will be posted to the Town of Pelham website by 4:30 p.m. on Thursday, April 10, 2025.

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

If you are the successful candidate, your term will officially begin upon taking the Declaration of Office (date to be determined in consultation with the Clerk, likely on May 7, 2025) and will conclude on November 14, 2026.

A copy of the Town of Pelham Regular Meeting Schedule, including meeting times, is included within this package. Additionally, councillors are welcome to sit on one or more Advisory Committees/Working Groups.

### **Town of Pelham Council Membership**

The Town of Pelham Council comprises seven members: two (2) ward councillors representing each of the three (3) wards and the Mayor, who is elected at large.

Council operates in accordance with the Town of Pelham Procedural By-law, which can be viewed at <https://www.pelham.ca/media/bs2fngta/4507-2022-procedural-by-law.pdf>.

The 2025 remuneration rate for a Town of Pelham Councillor is \$22,783.28.

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

Candidates for the position of Ward One Councillor in the Town of Pelham must meet the same eligibility requirements as voters (electors) under the *Municipal Elections Act, 1996*.

To be eligible, 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 Note:** Candidates do not need to reside in Ward One to be eligible for appointment. Applications will be accepted from qualified individuals residing anywhere in the Town of Pelham.

### **Important dates:**

- Application open – Monday, March 31, 2025 (by noon)
- Application deadline – Wednesday, April 9, 2025 (by 2:00 p.m.)
- Withdrawal of Application – Wednesday, April 9, 2025 (by 2:00 p.m.)
- Official List of Candidates to be posted on the Town website – Thursday, April 10, 2025 (by 4:30 p.m.)

- Applications Considered by Council - Wednesday, April 16, 2025.

### **Council Consideration**

At its regular meeting on April 16, 2025, Pelham Town Council will review applications submitted for the Ward One Councillor position. Council may choose to appoint a candidate at this meeting, with the appointment taking effect upon the current member's resignation and the formal declaration of vacancy, with the date to be determined. Alternatively, Council may invite select candidates to a future meeting to provide a presentation before making a final decision.

Applications will be reviewed in a closed session; however, any vote to shortlist candidates or make an official appointment will take place in an open session.

While applicants are not required to attend the meeting, they are welcome to do so, and the proceedings will be livestreamed on the Town of Pelham's YouTube channel for public viewing. Following the meeting, the Clerk will notify all applicants of the outcome as soon as possible.



**2025 Town of Pelham Ward One  
Council Vacancy  
Application Form**

<b>Application for Appointment to the Position of Ward One Councillor, Town of Pelham</b>		
The application form must be filed in person.		
Applicant Full Name:	For the Office of:  <b>Ward One Councillor, Town of Pelham</b>	
Applicant's <b>Qualifying Address</b> within the Municipality		
Street Number:	Street Name:	
Municipality:	Province:  ON	Postal Code:
Applicant's Full <b>Mailing Address</b> (if different from the qualifying address)		
Street Number:	Street Name:	
Municipality:	Province:	Postal Code:
Contact Information		
Telephone Number(s):	Email Address:	
<b>Declaration of Qualification and Consent</b>		
I, _____, declare that I am presently legally qualified to be appointed to hold the office of Ward One Councillor, Town of Pelham, and I consent to accept that appointment to that office, if selected. 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 _____, 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 Certified (yyyy/mm/dd)

**Declaration of Qualifications  
Ward One Councillor, Town of Pelham**

I, \_\_\_\_\_, an applicant for the office of Councillor,  
Ward One, Town of Pelham;

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, Ward One, Town of Pelham.
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 April 9, 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 \_\_\_\_\_, 2025

\_\_\_\_\_  
Applicant 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.

**Applicant Information Release Form**

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

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

\_\_\_\_\_  
Signature of Applicant



All Regular Meetings of Council, unless otherwise posted: 9:00 am

All Public Meetings under the *Planning Act*, unless otherwise posted: 5:30 pm

All meeting agendas, minutes and video are posted to the Council Calendar. All meetings are livestreamed on the Town of Pelham YouTube Channel.

<b>Date and Time</b>	<b>Purpose of Meeting</b>
<b>January</b>	
Wednesday, January 15, 2025	Council
<i>Note: Rural Ontario Municipal Association ('ROMA') Conference (Jan 19-21)</i>	
Wednesday, January 22, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, January 29, 2025	Council *Draft Water and Wastewater Budgets available for Council and Pelham Finance & Audit Committee Review*
<b>February</b>	
Wednesday, February 5, 2025	Council *Water and Wastewater Budgets Special Meeting Presentation at COW as part of Regular Council*
Wednesday, February 12, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, February 19, 2025	Council *Water and Wastewater Budget consideration for Council approval*
<b>March</b>	
Wednesday, March 5, 2025	Council
Wednesday, March 19, 2025 * March Break: March 10-14, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, March 26, 2025	Council
<b>April</b>	
Wednesday, April 9, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, April 16, 2025	Council
<b>May</b>	
Wednesday, May 7, 2025	Council
Wednesday, May 14, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, May 21, 2025	Council
<i>Note: Canadian Association of Municipal Administrators ('CAMA') Conference (May 26-28, 2025) Federation of Canadian Municipalities ('FCM') Conference (May 29-June 1, 2025)</i>	
<b>June</b>	
Wednesday, June 4, 2025	Council
<i>Note: Association of Municipal Managers, Clerks and Treasurers of Ontario ('AMCTO') Conference (June 8-11)</i>	
Wednesday, June 11, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, June 18, 2025	Council
<b>July</b>	
Wednesday, July 2, 2025	Council
Wednesday, July 9, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
<b>August</b>	
Wednesday, August 6, 2025	Council

All Regular Meetings of Council, unless otherwise posted: 9:00 am

All Public Meetings under the *Planning Act*, unless otherwise posted: 5:30 pm

All meeting agendas, minutes and video are posted to the Council Calendar. All meetings are livestreamed on the Town of Pelham YouTube Channel.

Note: Association of Municipalities of Ontario ('AMO') Conference (TBD)	
Wednesday, August 13, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
<b>September</b>	
Wednesday, September 3, 2025	Council
Wednesday, September 10, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, September 17, 2025	Council
<b>October</b>	
Wednesday, October 1, 2025	Council
Wednesday, October 8, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, October 15, 2025	Council
<b>November</b>	
Wednesday, November 5, 2025	Council
Wednesday, November 12, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, November 19, 2025	Council
<b>December</b>	
Wednesday, December 3, 2025	Council
Wednesday, December 10, 2025	Public Meeting Under the <i>Planning Act</i> (if required)
Wednesday, December 17, 2025	Council

All meeting times are in accordance with Procedural By-law No. 4507(2022), as amended.

Holiday closures on the following page.

Council Schedule Approved: October 16, 2024

All Regular Meetings of Council, unless otherwise posted: 9:00 am

All Public Meetings under the *Planning Act*, unless otherwise posted: 5:30 pm

All meeting agendas, minutes and video are posted to the Council Calendar. All meetings are livestreamed on the Town of Pelham YouTube Channel.

The Town of Pelham municipal buildings will be closed in observation of the following holidays:

Wednesday, January 1, 2025	New Year's Day
Monday, February 17, 2025	Family Day
Friday, April 18, 2025	Good Friday
Monday, April 21, 2025	Easter Monday
Monday, May 19, 2025	Victoria Day
Tuesday, July 1, 2025	Canada Day
Monday, August 4, 2025	Civic Holiday
Monday, September 1, 2025	Labour Day
Monday, October 13, 2025	Thanksgiving
Tuesday, November 11, 2025	Remembrance Day
Wednesday, December 24, 2025 • Recognized ½ day	Christmas Eve
Thursday, December 25, 2025	Christmas Day
Friday, December 26, 2025	Boxing Day
Wednesday, December 31, 2025 • Recognized ½ day	New Year's Eve