



PORT COLBORNE

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

Legislative Services Department, Clerk's Division

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 City of Port Colborne, until the end of the 2022-2026 term.

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

The City of Port Colborne 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 [Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. 1](http://www.ontario.ca/municipal-elections-act).

Should any questions arise when reviewing this package, please do not hesitate to contact the Clerk's Office.

Charlotte Madden, City Clerk

905-228-8031, cityclerk@portcolborne.ca

Jessica Beaupre, Deputy Clerk

905-228-8118, deputyclerk@portcolborne.ca



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Application Submission:

Resumes can be submitted via email to deputyclerk@portcolborne.ca or in person at City Hall, 60 Charlotte Street, Port Colborne, ON, L3K 3C8, from **Wednesday, May 28, 2025 to Friday, June 13, 2025 at 2 p.m.**

Applicants are required to come to City Hall to present valid government-issued identification as well as to complete a Declaration of Qualifications and a Candidate Release Form. Applicants can book an appointment with either the Clerk or Deputy Clerk. Appointments are not expected to exceed 15 minutes.

Please note that the Declaration of Qualifications form within this package requires the declaration and signature to be performed in front of the Clerk or designate. While this form is provided in advance for review, **the candidate must NOT sign it until in front of the Clerk or designate.**

Certified candidates will be posted to the City of Port Colborne's website by 4:30 p.m. on Monday, June 16, 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.

Who Can be a Candidate?

Candidates for the office of Niagara Regional Council (City of Port Colborne 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 City of Port Colborne, or an owner or tenant of land in the City of Port Colborne, or the spouse of the owner or tenant
- Not legally prohibited from voting
- Not disqualified by any legislation from holding municipal office.



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Important dates:

Application open – Wednesday, May 28, 2025

Application deadline – Friday, June 13, 2025 at 2 p.m.

Official List of Candidates to be posted on the City's website – Monday, June 16, 2025
(by 4:30 p.m.)

Applications considered by Council – Tuesday, June 17, 2025

Council Consideration:

At their special meeting on June 17, 2025, Council will consider applications submitted for the position of Niagara Regional Council (City of Port Colborne representative).

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 City of Port Colborne YouTube channel. The Clerk will notify all applicants directly via telephone and email 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						
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	

MARCH						
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					

APRIL						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
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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

JUNE						
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					

****BRCOTW meeting at 4:30 p.m.**

****BRCOTW meeting at 4:30 p.m.**

JULY						
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		

****BRCOTW meeting at 4:30 p.m.**

AUGUST						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
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28	29	30				

OCTOBER						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	






NOVEMBER						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

***Nov. 27 meeting starts at 4:30 p.m.**

****BRCOTW meeting at 4:30**

DECEMBER						
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			

****BRCOTW meeting at 4:30 p.m.**

	Council		Stat Holiday
	Committee Week		March Break
	Committee of the Whole		

	Budget Review Committee of the Whole
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AMO Conference - August 17 - 20, 2025 Ottawa, ON

FCM Conference - May 29 - June 1, 2025 Ottawa, ON

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



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Legislative Services Department, Clerk's Division

Declaration of Qualifications
Councillor, Niagara Region

Candidate's Full Name: _____

Candidate's Qualifying Address:

Candidate's Mailing Address (if different from the qualifying address):

Candidate's Telephone Number(s): _____

Candidate's Email Address (optional): _____

I, _____, having applied for the position of Councillor,
Regional Municipality of Niagara, as the City of Port Colborne representative;

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 City of Port Colborne or the owner or tenant of land in The City of Port Colborne 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 City of Port Colborne, or if I am an employee of The City of Port Colborne, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*, as amended.

- b. A person who is not an employee of The City of Port Colborne 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 *Municipal Act, 2001* for The City of Port Colborne.
 - 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 City of Port Colborne prior to 2:00 p.m. on June 13, 2025. I understand that the Clerk of The City of Port Colborne 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 5 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 City of Port Colborne this _____ day of June, 2025.

Signature of Candidate

Signature of City Clerk or Commissioner

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, City of Port Colborne, until the next municipal election. Questions about this collection of personal information should be directed to the City Clerk, City of Port Colborne, 66 Charlotte Street, Port Colborne, Ontario, L3K 3C8. Tel. 905-228-8031.

Statement of Consent

I, _____ consent to accepting the office of Councillor, Regional Municipality of Niagara, as the City of Port Colborne's representative, if appointed by the Council for the Regional Municipality of Niagara.

Date: _____

Name: _____

Signature: _____





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Candidate Information Release Form

I, _____, having applied for the position of Councillor, Regional Municipality of Niagara, as the City of Port Colborne 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 _____ of _____, 2025.

☐ Qualifying address within the municipality

☐ First name and last name

Your full name and qualifying address as indicated on the Declaration of Qualifications will be posted on the City of Port Colborne's website as part of the certified candidate list.

Dated at the City of Port Colborne, this _____ day of June, 2025.

Signature of Candidate

