



Councillor – Ward 3 Application Package 2025

Items to be submitted to the Clerk's office for filing:

- ☐ One-page personal statement
- ☐ Form EL18A – Declaration of Qualifications
- ☐ Form TLT103 – Consent to Release Personal Information

Information for all Candidates:

- ☐ Application for Appointment Process to Fill a Vacancy on Council
- ☐ Timeline of Events
- ☐ Interview Questions

October 22, 2025

Michelle Hannah

Municipal Clerk

Guidelines for Council Vacancy Appointment Procedure

General

1. Any individual filing a vacancy on Council must be an Eligible Elector.
2. Any employee of the Township who seeks appointment to Council must be an Eligible Elector. The employee is required to give Council written notice, prior to submitting any documentation required by the procedure, of their intention to take unpaid leave, in accordance with the *Municipal Elections Act*. If the employee is appointed to office, he or she will be deemed to have resigned from their position with the Township immediately before making the declaration of office.

Appointment Procedure

Notice

1. The Township will post a Council vacancy notice on the Township website for ten (1) business days and in the local newspaper for two (2) publications. The notice will outline the application process.

Application

1. Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application Form and a Council Declaration of Qualifications Form approved by the Municipal Clerk and will submit the forms to the Municipal Clerk by appointment in-person, by the date and time established by the Municipal Clerk.
2. Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide government issued identification to prove his or her identity and qualifying address to the satisfaction of the Municipal Clerk.
3. Candidates may submit a personal statement of qualification with their application for consideration by Council. Personal statements will be typewritten in Arial 12-point font, or greater on letter size (8 1/2" x 11") paper and shall not exceed one (1) page in length. The personal statement shall include the candidate's name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda, nor will they be provided to Council for their consideration.
4. It is the candidate's sole responsibility to meet any deadline as set out by the Municipal Clerk or otherwise comply with any requirement of this procedure.
5. The Municipal Clerk will create a list of all eligible candidates that have complied with the application process.

Council Meeting

1. The Municipal Clerk will prepare an agenda for a Regular Meeting of Council or a Special Meeting of Council which will include a list of the candidates and their Personal Statements if they have submitted one.
2. Notwithstanding the requirements of the Procedural By-law, if the meeting is a regular Council meeting, the agenda for the meeting shall be set by the Municipal Clerk to allow for the orderly proceedings of selecting a Candidate, while respecting the standard agenda of a regular Council Meeting.
3. Notwithstanding the requirements of the Procedural By-law, if the meeting is a Special Council Meeting, the agenda for the meeting shall be set by the Municipal Clerk to allow for the orderly proceedings of selecting a Candidate.
4. At the meeting, the following will take place:
 - a. The Chair will make a short statement regarding the purpose of the meeting and the general order of proceedings to be followed.
 - b. The Municipal Clerk will provide the Chair with a list of names of qualified applicants, and the Chair will call for a motion from Council in the following form:

“That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy.”
 - c. Each of the Candidates, in alphabetical order of last name will be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The candidates will be asked to provide information about themselves and answer three (3) questions posed to them by the Municipal Clerk.
 - d. Members of Council will be permitted to ask questions for clarification purposes.
 - e. Upon hearing all the submissions of the Candidates, Council will proceed to vote as follows:
 - i. Members of Council will vote by way of public vote as required by the *Municipal Act, 2001*.
 - ii. Candidate names will be displayed on the monitors in alphabetical order, in the Council Chambers by the Municipal Clerk.
 - iii. Members of Council will vote for one Candidate only.

- iv. The Municipal Clerk will provide each Member of Council with a voting card, with the Member's name pre-printed on the voting card.
 - v. The Municipal Clerk will ask the Members of Council to cast their vote by writing the full name of one (1) candidate on the voting card. The Member of Council shall then sign the voting card.
 - vi. The Municipal Clerk will collect all marked and signed voting cards and then read aloud the name of the Member of Council and their vote. A Member of Council may not change their vote (in that round of voting) after the Municipal Clerk has collected the marked and signed voting cards. The Municipal Clerk will tabulate the results.
 - vii. In the event of a tie vote for first place, the Municipal Clerk will place the names of the tied Candidates in a concealed vessel and choose one name from the vessel. The name chosen will be the appointee to Council.
- f. Upon the Conclusion of the voting, the Municipal Clerk will note the Candidate receiving the majority of the votes of the voting members of Council, or in the event of a tie vote, the name of the Candidate selected from the sealed vessel.
 - g. The appointment by-law of the Candidate will be brought later in the meeting for enactment by Council.
 - h. The Municipal Clerk will administer the Declaration of Office required by subsection 232(1) of the *Municipal Act*, at the meeting where the by-law referred to in subsection 9 g. of these procedures is enacted by Council, or as directed by Council.
5. Where a situation occurs that is not otherwise accounted for in these procedures, the Municipal Clerk shall recommend an alternative process to Council, which Council may adopt with a simple majority vote.

Approved by Council, October 14, 2025.



Council Vacancy – Ward 3

Timeline of Events

Date	Event
Commences October 23, 2025	Notice period
Commences at 9:00 am on October 27, 2025 Ends at 4:00 pm on November 5, 2025	Application Period
November 10, 2025	Candidate Interviews
November 10, 2025	Council votes to appoint new member
November 10, 2025	By-law to confirm new Council member New Council member take Oath of Office

Interview Questions



1. What prompted you to apply to serve on Council?
2. What experiences from your personal or professional life do you see as strengths in shaping how you would approach serving on Council?
3. What are the most important issues that the Township of Leeds and the Thousand Islands is facing?

Form EL18(A)

Declaration of Qualifications – Council

Municipal Elections Act, 1996



Declaration of Qualifications

For the Township of Leeds and the Thousand Islands

Councillor – Ward 3 Vacancy

I, _____, a candidate for the office of Councillor, Ward 3,

Do solemnly Declare that:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to hold the office of Councillor, Ward 3.
2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, a Canadian citizen, a resident of the Township of Leeds and the Thousand Islands or the owner or tenant of land in the Township of Leeds and the Thousand Islands or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act, 1990* or any other Act to hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,
 - I am not an employee of the Corporation of the Township of Leeds and the Thousand Islands or local board, or if I am an employee of the Corporation of the Township of Leeds and the Thousand Islands, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
 - I am not a judge of any court.
 - I am not a member of the Assembly as provided in the *Legislative Assembly Act, 1990* or of the Senate or House of Commons of Canada or, if I am such as person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Leeds and the Thousand Islands prior to 2:00 on the last day for applications, February 5th, 2025. I understand that the Clerk of the Township of Leeds and the Thousand

Islands will reject my application for the above-mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a Crown employee within the meaning of the *Public Service of Ontario Act*, 1990 or if I am a Crown employee, I have followed and will continue to follow all the relevant provisions of Part III of such *Act*.
5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act*, 1996.
6. Without limiting the generality of paragraph 1,
- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act*, 1996, during an election that occurred less than five years prior to October 24, 2022.
7. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act*, 1996 or of an offence under the Criminal Code (Canada), in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to October 24, 2022.
8. I am not disqualified from holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act*, 1996.

And I make this solemn Declaration conscientiously believing it to be true, and known that it is of the same force and effect as if made under oath by virtue of the *Canada Evidence Act*, 1985.

Declared before me at the Township of Leeds and the Thousand Islands.

This _____ day of _____, 2025.

Signature of Candidate

Signature of Clerk or designate



Form TLT103

Consent to Release Personal Information

Municipal Freedom of Information and Protection of Privacy Act, 1990

Personal information on the Declaration of Qualifications Form (Form EL18A) as well as the one-page personal statement is collected under the authority of the *Municipal Elections Act, 1996* and will be used to assist the Clerk in the administration of the Councillor – Ward 3 Vacancy.

Questions regarding this collection should be forwarded to the Clerk, 1233 Prince Street, PO Box 280, Lansdowne, Ontario K0E 1L0, by telephone to 61-659-2415 extension 231, or email to clerk@townshipleeds.on.ca.

Name of Candidate: _____

Candidate for the office of:



Councillor Ward 3

I acknowledge that the Declaration of Qualifications Form (Form EL18A) as well as the one-page personal statement filed by me contains personal information and I am aware that the Clerk will disclose all or part of it to the public.

This _____ day of _____, 2025.

Signature of Candidate

Signature of Clerk or designate