



## Schedule 1

### Public Notice Council Vacancy

**TAKE NOTICE** that a vacancy exists on the Town of Halton Hills Council for one (1) [insert position]. Council has determined to fill this vacancy by appointment through a Call for Nominees in accordance with Council Resolution No. 2025-

The Term of this position is from the date of Council appointment for the balance of the Council term until November 14, 2026.

A candidate for Municipal office must be a qualified municipal elector as set out in the *Municipal Elections Act, 1996* and fulfill all of the following requirements:

- Resides in or be the owner or tenant of land in Town of Halton Hills, or the spouse of such owner or tenant;
- Is a Canadian citizen;
- Is at least 18 years old; and,
- Is not prohibited from voting under Section 17(3) of the *Municipal Elections Act, 1996* or otherwise by law.

Interested Nominees must complete a Council Vacancy Application Form, a Declaration of Qualification Form and a Form 2 - Endorsement of Nomination with the Clerk's Office. Nominations will be accepted by the Clerk's Office during regular business hours until April 9, 2025 at 2:00 p.m.

**An appointment must be scheduled with the Clerk or designate for this purpose.**

Candidates may also submit to the Clerk, a personal statement of qualification for consideration of Council. Personal statements must be typewritten in a 12-point font on letter size (8 1/2 x 11") paper, shall not exceed two (2) pages in length and shall include the Candidate's name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda or provided to Council by the Clerk.

Certified registered Candidates will be afforded the opportunity to address Council for a period of not more than ten (10) minutes and will be asked questions of Council in an open Public Meeting to be held April 28, 2025 at 6:00 p.m. during a Special Council meeting.

Prior to submitting an application, interested individuals should refer to the *Municipal Act, 2001* and the *Municipal Elections Act, 1996* for further details relating to the required qualifications.

Any qualified individual may submit with identification, **in person only** to the Clerk or designate a Council Vacancy Application Form, a Declaration of Qualification Form and a Form 2 - Endorsement of Nomination, by 2:00 PM on April 9, 2025 at the Municipal Office located at 1 Halton Hills Drive, Halton Hills, ON.

Inquiries regarding this matter may be directed to:

Valerie Petryniak, Town Clerk  
905-873-2600, Ext 2311 or [valeriep@haltonhills.ca](mailto:valeriep@haltonhills.ca)

Council Vacancy Application Forms and Declaration of Qualification Forms are available from the Office of the Clerk located at the address above or online at [www.haltonhills.ca](http://www.haltonhills.ca)