



**Region of Waterloo**  
**Council Vacancy Appointment: Application Form**

Applications for the vacant position of Regional Councillor - Kitchener must be submitted to the Regional Clerk in person at 150 Frederick Street Kitchener, by August 1, 2025 at 4:00 PM It is the responsibility of the person applying to file a complete and accurate application form. Please leave the signature fields blank.

If you require any accommodations at any point during the application process, please contact the Regional Clerk: Phone: 519-575-4400  
 TTY: 519-575-4608  
 Email: regionalclerk@regionofwaterloo.ca

<b>Region of Waterloo: Council Vacancy Application</b>			
For the Office of: <b>Region of Waterloo Councillor</b>			
Applicant's Last Name		Applicant's Given Name(s)	
<b>Applicant's full qualifying address within municipality</b>			
Suite or Unit No.	Street No.	Street Name	
City/Town		Province	Postal Code
Email Address		Telephone No. (including area code)	
<b>Applicant's full mailing address (if different from qualifying address above)</b>			
Suite or Unit No.	Street No.	Street Name	
City/Town		Province	Postal Code
<b>Declaration of Qualification</b>			
<p>I, _____, declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be appointed and to hold the office for which I have applied, 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.</p>			
_____ Signature of Applicant		_____ Date (yyyy/mm/dd)	
<b>Certification by Clerk or Designate</b>			
<p>I, the undersigned clerk of this municipality, do hereby certify that I have examined the application of the aforesaid candidate filed with me and am satisfied that the candidate is qualified to be appointed and that the appointment complies with the Act.</p>			
_____ Signature		_____ Date (yyyy/mm/dd)	



## Region of Waterloo Declaration of Qualifications – Council Vacancy

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I, \_\_\_\_\_, an Applicant for the office of Councillor for the balance of the 2022 to 2026 term of Council do solemnly declare that:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to be elected or appointed to and to hold the office of Councillor in the Region of Waterloo.
2. Without limiting the generality of paragraph 1, I am:
  - at least eighteen years of age
  - a Canadian citizen
  - a resident of the Region of Waterloo or the owner or tenant of land in the Region of Waterloo 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* or any other Act to be appointed to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,
  - I am not an employee of the Region of Waterloo or if I am an employee of the Region of Waterloo, 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 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 Region of Waterloo prior to 4:00 p.m. on the closing date for application being August 1, 2025. I understand that the Clerk of the Region of Waterloo will reject my application for the above-mentioned office if I fail to provide proof of resignation by this deadline.
  - I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
  - I am not a Crown employee within the meaning of the *Public Service Act*, 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 5,
  - 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*, from voting in a municipal election.
7. I am not a person 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 five years prior to August 1, 2025.
8. I am not disqualified from being appointed to or 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*.



**Region of Waterloo**  
**Declaration of Qualifications for Municipal Applicants – Council Vacancy**

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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 at the Region of Waterloo this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of applicant

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the vacancy appointment process for the Councillor office being filled and will be available for public inspection in the office of the Region of Waterloo until the next municipal election.



**Region of Waterloo**  
**Consent to Release of Personal Information**

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Name of Applicant: \_\_\_\_\_

For the office of: Regional Councillor - Kitchener

*Personal information on the Council Vacancy Appointment: Application Form is collected under the authority of the Municipal Elections Act and will be used for the administration Council Vacancy Appointment. Questions regarding this collection should be forwarded to the Regional Clerk, 519-575-4400 or regionalclerk@regionofwaterloo.ca*

I acknowledge that the Application Form and Declaration of Qualifications filed by me contain personal information and I am aware that the Regional Clerk will disclose all or part of it to the general public.

I hereby consent to have the following information from my completed forms posted on the Region of Waterloo's website:

Name

Email \_\_\_\_\_

Website \_\_\_\_\_

A Personal Statement of Qualifications and Interest \*to be a maximum of five (5) pages

Please leave the signature fields blank.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date