

## **Memorandum**

**CL-C 20-2025**

**Subject:** Declaration of Vacant Regional Council Seat

**Date:** February 20, 2025

**To:** Regional Council

**From:** Ann-Marie Norio, Regional Clerk

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The Regional Clerk was advised by Councillor Huson in writing on February 18, 2025, of her resignation from Regional Council effective March 15, 2025. In accordance with section 259 of the Municipal Act, 2001 (the Act), the Regional Council seat held by Councillor Huson would be considered vacant as of March 15, 2025. In order to shorten the time frame of the vacancy, it is recommended that Regional Council declare the seat vacant at its meeting of February 20, with an effective date of March 15, 2025 (rather than waiting until the next Council meeting on March 20).

Regional Council has a policy (C2-001) that, in the event of a vacancy in the Office of Regional Councillor in any municipality in Niagara Region (except in Wainfleet where said vacancy would coincide with a vacancy in the Office of the Mayor in this municipality):

1. Regional Council shall request the local municipality to advise the Region of their recommendation on whether a qualified elector should be appointed or if a by-election should be held; and
2. Regional Council would approve the recommendation of the local municipality provided it was in compliance with all provisions in the Municipal Act and the Municipal Elections Act.

Section 263(5) of the Act requires that within 60 days after a declaration of vacancy is made the municipality shall appoint a person to fill the vacancy or pass a by-law requiring a by-election be held to fill the vacancy.

In accordance with Policy C2-001 it is recommended that Council adopt the following motion at the Regional Council meeting being held on February 20, 2025:

That, pursuant to Section 262(1) of the Municipal Act, 2001, the seat held by Diana Huson, Regional Councillor for the Town of Pelham, **BE DECLARED** vacant effective March 15, 2025; and

That Regional Council **REQUESTS** the Town of Pelham advise of its preferred method of filling the vacancy on Regional Council by April 18, 2025.

Respectfully submitted and signed by

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Ann-Marie Norio  
Regional Clerk