



PUBLIC NOTICE OF THE MUNICIPALITY OF WEST GREY

MUNICIPAL COUNCIL VACANCY

TAKE NOTICE that a vacancy exists on the Municipality of West Grey Council for one (1) Councillor. Council will fill this vacancy by appointment in accordance with the approved "Council Vacancy Replacement Procedure".

The term of this position is from the date of Council appointment to November 30, 2018. To be considered for appointment, individuals must meet the following qualifications as outlined in the Municipal Elections Act, 1996, as amended:

- Resides in or be the owner or tenant of land in the Municipality of West Grey, 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 individuals must complete a Council Vacancy Application Form(Nomination Form)/Declaration of Qualification, and a Freedom of Information (FOI) Release Form, and submit in person at the Clerk's Office.

Nominations will be accepted by the Clerk's Office during regular business hours commencing Tuesday, February 7, 2017 until Tuesday, February 28, 2017, and on Nomination Day (Wednesday, March 1, 2017) from 9:00 a.m. until 2:00 p.m.

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

Certified registered Candidates will be afforded the opportunity to address Council for a period of not more than five (5) minutes and may be asked questions by Council during a Special Council Meeting to be held on March 6, 2017 at 1:00 p.m., in the Council Chambers at the Municipal Office.

For further information or to obtain a Council Vacancy Application Form(Nomination Form)/Declaration of Qualification, and a Freedom of Information (FOI) Release Form, please visit www.westgrey.com under "News and Notices", or contact:

Mark Turner, Clerk

The Corporation of the Municipality of West Grey
402813 Grey Road 4, RR 2, Durham ON N0G 1R0
(519) 369-2200 x 229; mturner@westgrey.com

MUNICIPALITY OF WEST GREY



INFORMATION FOR CANDIDATES

**2017 COUNCIL VACANCY
COUNCILLOR POSITION**

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PART A - Introduction

Thank you for your interest in serving the public as part of Municipal Council!

You are applying to serving the public in the capacity of Councillor which will require approximately a twenty-one (21) month commitment of considerable time and energy. You are getting ready to embark on a journey that will be both rewarding and frustrating. If you are a first time candidate, you will find running for office to be a challenging and exciting experience. We hope that with this package, your trip through the election process will be a little easier.

The *Municipal Elections Act, 1996* sets out in detail the requirements to be met by candidates for office. These requirements have been summarized for your convenience. You may wish to obtain your own updated copy of the Municipal Elections Act which can be downloaded from the Ministry's web at www.e-laws.gov.on.ca.

It is most important to note that the contents of this package are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references.

You are advised to read the enclosed material carefully. It is important that you are aware of your responsibilities. Please do not hesitate to contact me with any questions you may have about the process.

Mark Turner, Hons. B.A., AMCT
Clerk
Municipality of West Grey

PART B - Frequently Asked Questions

Important Dates

February 7, 2017

Applications/Nominations may be filed

March 1, 2017

Nomination Day

Nominations accepted from 9:00 a.m. to 2:00 p.m.

Nominations to be certified or rejected by the Clerk
List of Candidates to be posted by 4:00 p.m.

March 6, 2017

Special Council Meeting (1:00 p.m.) – Council to review candidates and their statements of personal qualifications and vote to fill the vacancy.
Appointment By-law and Oath of Office for new Councillor to proceed at the Special Council Meeting immediately after completion of voting.

What is the Term of Office?

As you will be filling a vacancy on Municipal Council, your term starts on March 6, 2017 when you take your Oath of Office and ends November 30, 2018.

Who can be a Candidate?

Candidates for the office of Ward Councillor must meet the same criteria as eligible voters or electors.

You must be:

- ✓ A resident of the Municipality of West Grey, or an owner or tenant of land in the Municipality of West Grey, or the spouse of such an owner or tenant;
- ✓ A Canadian citizen;
- ✓ At least 18 years old;
- ✓ Not prohibited from voting under Section 17(3) of the Municipal Elections Act, 1996, as amended, or otherwise by law.

In order to be considered for declaration as a legally qualified municipal candidate, you must file a Council Vacancy Application Form(Nomination Form)/Declaration of Qualification, and a Freedom of Information (FOI) Release Form.

The deadline for filing is **Wednesday, March 1, 2017 at 2:00 p.m.**

What are the responsibilities of these offices?

Council is made up of the Mayor, Deputy Mayor and Five (5) Councillors that are the primary decision making body for the Municipality.

Council relies on reports from its staff and the recommendations of its Committees to make decisions. The role of Council is to develop policies and adopt By-laws or resolutions based on these policies.

What is the time commitment?

The time commitment varies from individual to individual. A Member can expect to devote time for a minimum of three meetings per month along with various duties on outside Committees as appointed by Council. This would include:

- ✓ Council Meetings (typically, 1st Monday of each month – 10:00 a.m., and 3rd Monday of each month – 7:00 p.m.)
- ✓ Committee of the Whole (Council) (last Monday of each month – 9:00 a.m.)
- ✓ Attendance at extra Committees that a Member can be expected to be appointed to by Council and Special Council meetings (i.e. Budget)
- ✓ Telephone calls and contact with constituents
- ✓ Reading and research time
- ✓ Special Community Events (i.e. ceremonies, parades, etc.)

Nominations

Please find attached the “Council Vacancy Replacement Procedure” document outlining the Application/Nomination process.

How do I contact the Clerk’s Department?

For more information, please contact the Clerk:

Mark Turner, Clerk
402813 Grey Road 4, RR 2, Durham
(519) 369-2200 ext. 229
mturner@westgrey.com

MUNICIPALITY OF WEST GREY



COUNCIL VACANCY REPLACEMENT PROCEDURE

Council Vacancy Replacement Procedure

The following procedure shall be followed when filling a vacancy by appointment:

1. **Notice of Vacancy:** The Clerk shall post a Council Vacancy Notice on the Municipal website and in a local newspaper for two (2) consecutive weeks. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.
2. A vote to fill a vacancy on Council by appointment shall occur at an open Special Council Meeting on March 6, 2017, commencing at 1:00 p.m.
3. **Nominations:** Any individual wishing to be considered for appointment to the vacancy shall:
 - a. Complete and sign a Council Vacancy Application Form and a Council Vacancy Declaration of Qualification and submit the forms in person at the West Grey Municipal Office during the Nomination/Application period commencing **February 7, 2017, at 8:30 a.m.**, and expiring on Nomination Day (**March 1, 2017 at 2:00 p.m.**).
 - i. Applications must be on the Council Vacancy Application Form and accompanied by a Declaration of Qualification.
 - ii. All candidates must provide the Clerk with government issued identification and proof of eligibility within the municipality when filing a nomination.
 - iii. The surname on the application and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Tony for Anthony), subject to approval of the Clerk.
 - iv. Applications will be reviewed for completeness when filed and will be certified on or before 4:00 p.m. on March 1, 2017.
 - v. An unofficial list of persons who have submitted application forms will be prepared and updated as soon as practical after receipt of the required forms. The list will be posted on the Municipality of West Grey website (www.westgrey.com).

- vi. An official list of nominated persons shall be posted in the same manner as specified in Section 3(v) once nomination forms have been certified and the nomination period has expired.
 - vii. A candidate may withdraw their nomination by filing a written withdrawal on the prescribed form in the Clerk's Office before **March 1, 2017 at 2:00 p.m.** The candidate shall appear in person with identification in order to withdraw the nomination.
- b. Candidate(s) may submit to the Clerk by the closing time for nominations, a personal statement of qualification for consideration of Council. Personal statements will be typewritten on letter size (8 ½" x 11") paper, shall not exceed two (2) pages in length (one-sided), and will 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.

Please Note: All Candidate(s) application forms and personal statements/information are collected under the authority of the Municipal Elections Act, 1996, and will be included in the Council Agenda, as well as being made available for public inspection in the office of the Clerk until the next regular election. The entire Council proceedings relating to the Council Vacancy will be dealt with in open session of Council. A "Freedom of Information (FOI) Release" form is required to be filled out by Candidate(s).

4. **Special Council Meeting:** At the Special Council meeting on **March 6, 2017 at 1:00 p.m.**, the following shall take place:
- a. The Mayor will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
 - b. The Clerk will provide to the Mayor a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Mayor 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 vacancy, be considered for appointment to fill such vacancy."
 - c. Council shall review the list of candidates and their statements of qualifications.

- d. Each of the candidates shall be afforded the opportunity to address Council for a period of not more than five (5) minutes. The order of speaking shall be determined by lot¹. The names drawn shall address Council in the order they are drawn from the container.
- e. Once each candidate has completed speaking, each Council member may ask a maximum of one (1) question per candidate. No scoring system shall be used in considering the answers to the questions. It is not necessary for any candidate to participate in answering any or all of the questions.
- f. Upon reviewing the candidates and statements of qualification, Council will proceed to vote as follows:
 - i. Council will vote by way of public vote. Members of Council shall first mark their vote on a ballot, read their vote (verbally cast their vote) and then pass their ballot to the Clerk.
 - ii. Candidate names shall be displayed on the projection screens in alphabetical order, in the Council Chambers by the Clerk.
 - iii. Members of Council shall vote for one candidate only.
 - iv. The Clerk shall call upon the members of Council to verbally cast their vote in random order drawn by lot.
 - v. The Clerk shall tabulate the results.
 - vi. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the candidate or candidates who received the fewest number of votes shall be excluded from further consideration. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the candidate or candidates who receive the fewest number of votes. This process shall be repeated until the nominee receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council;
 - vii. Where the votes cast are equal for all the candidates and if:
 - 1. There are three or more candidates remaining, the Clerk shall by lot select one such nominee to be excluded from the subsequent voting;

¹ For the purposes of this procedure, lot shall mean a method of determination by placing the names of the nominees on equal size pieces of paper and placed in a container with one name at a time being drawn by the Clerk or designate.

2. Only two candidates remain, the tie shall be broken by selecting a candidate by lot, as conducted by the Clerk.
- g. Upon conclusion of the voting, the Clerk will note the candidate receiving the votes of more than one-half of the number of the voting members of Council or the candidate selected through section (f)(vii)(2).
 - h. A by-law confirming the appointment of the successful candidate shall be enacted by Council immediately after the conclusion of the voting, and the new member shall take their Oath of Office immediately after the passing of the appointment by-law.



NOTE <ul style="list-style-type: none"> A Council Vacancy Application may only be filed in person; it may not be faxed or e-mailed It is the responsibility of the person applying to file a complete and accurate application 		Council Vacancy Application <i>Municipal Elections Act, 1996</i>	
		Instruction Please print or type information (except signatures)	
Council Vacancy Application of a person to be a candidate for appointment to the position of Councillor for the Municipality of West Grey			
Candidate Full Name:		For the Office of: <p style="text-align: center;">Councillor</p>	
Candidate's full qualifying address within the municipality			
Street Number:		Street Name:	
Municipality		Province	Postal Code
Candidate's full mailing address within the municipality (if different from qualifying address above)			
Street Number:		Street Name:	
Municipality		Province	Postal Code
Declaration of Qualification			
I _____ the applicant mentioned in this form, 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 House of Commons of Canada, to be elected 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.			
Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 2017.		_____ Signature of Applicant	
_____ Signature of Clerk or Commissioner, etc.		_____ Signature of Clerk or Designate	
Date Filed (yyyy/mm/dd)	Time Filed		
Certification by Clerk or Designate			
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.			
Signature		Date Filed (yyyy/mm/dd)	



**MUNICIPALITY OF WEST GREY
COUNCIL VACANCY**

FREEDOM OF INFORMATION (FOI) RELEASE
Municipal Elections Act, 1996

Name of Candidate: _____

Candidate for the Office of:

Councillor

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, as amended, I hereby authorize Election Services staff to include on the Municipality of West Grey website and make available to any person the following information with respect to my candidacy for the council vacancy:

Address:

Telephone Number(s):

E-mail address:

(signature of nominated candidate)

(date)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and will be used for authorizing candidate information to be placed on the Municipality of West Grey website or made available for public inspection in office of the Clerk, Municipality of West Grey, until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, 402813 Grey Rd 4, RR 2, Durham, Ontario, N0G 1R0 (519) 369-2200