

**MUNICIPALITY OF SOUTHWEST MIDDLESEX**  
**Appointment Procedure for**  
**Filling Vacancy on Council**

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**General**

- The Municipal Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.
- Any individual filling the vacancy must be an Eligible Elector under the *Municipal Elections Act*.

**Appointment Procedure**

**Notice**

- Advertisement is placed on the Southwest Middlesex website and social media outlets, and in local media after the vacancy has been declared. The advertisement will include Council's intention to appoint a qualified person to fill the vacancy and the process to be followed.
- Communication using other methods may also be used, where appropriate.

**Application**

- Any individual wishing to be considered for appointment to fill the Council vacancy will complete and provide the following:
  - Council Vacancy Application form;
  - Council Vacancy Declaration of Qualification form approved by the Clerk; and
  - submit the forms to the Clerk in person by the date and time established by the Clerk.
- Individuals filing the above forms will be required to provide identification showing their name and a qualifying address to the satisfaction of the Clerk.
- Once submitted, the forms will be made available to the public in the same way as a nomination form for a candidate in a municipal election.
- Applicants should submit a personal statement of qualification Council's consideration. Personal statements will be typewritten in a 12-point (or greater) font on letter size (8 1/2 " x 11") paper, shall not exceed one page in length and will include the applicant's name and address. Statements that do not meet these requirements will not be included in any Council meeting agenda or be provided to Council by the Clerk. The Clerk's office will advise applicants of the deadline for the submission of personal statements.
- It is the applicant(s) sole responsibility to meet any deadline or otherwise comply with any requirements of this procedure.
- The Clerk will create a list of all applicants which will be a public document.

## **Council Meeting**

- The applicants will be considered by Council at an open Council meeting. The meeting will be streamed live.
- The meeting may be a regular Council meeting or a special Council meeting called for that purpose.
- Notwithstanding the requirements of the Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting an appointee, while respecting the standard agenda of a regular Council meeting if applicable.
- Copies of all application documents will be included with the agenda package for the meeting and will be made available as part of the public agenda posted on the Municipality's website.
- The order of applicant's speaking will be determined by lot, where the first drawn will be afforded the opportunity to speak first, and so on.
- Applicants will be invited to address Council for no more than five minutes each.
- Each Council Member will be permitted to pose a maximum of two questions to each applicant.
- Upon hearing all applicants' submissions Council will take a short recess.
- Upon resumption, Council Members may nominate an applicant to be appointed, and if seconded, then put to the floor for discussion/debate, and the Chair will call for the vote.
- A simple majority vote of Council will determine whether the nominated applicant is successful.
- If a simple majority is not achieved for the first nominated applicant, the Chair will call for motions to nominate a different applicant, then put to the floor for discussion/debate, and the Chair will call for the vote, until a nominated appointee achieves a simple majority.
- The nomination will be confirmed through the confirmatory by-law at the end of the meeting.

## **Subsequent Meetings**

- A by-law confirming the appointment shall be enacted by Council to appoint the successful appointee to the office for the remainder of the term.
- Orientation for the new member of council will be arranged with meetings with the Mayor and with Department Heads.
- The Clerk will administer the Oath of Office to the successful appointee.

<b>APPOINTMENT BY APPLICATION TIMELINE</b>	
<b>October 13, 2021</b>	Declaration of Ward Two Seat Vacant
<b>October 27, 2021</b>	Appointment Procedure Approved by Council
<b>November 15, 2021 at 4:00 p.m.</b>	Applications Due to Clerk
<b>December 1, 2021</b>	Applicant Deputations to Council
<b>December 8, 2021</b>	Presentation of By-law to Appoint New Ward Two Councillor
<b>December 9-14, 2021</b>	Orientation with Mayor and Senior Management Team
<b>December 15, 2021</b>	New Councillor Takes Oath of Office