

# **APPLICATION INFORMATION** **2021 Municipal Appointment**



The **Appointment Procedure for Filling Vacancy on Council** as approved by Southwest Middlesex Council will be followed.

All applicants must be a qualified elector as defined in the *Municipal Elections Act*. As of December 1, 2021 they must be:

- A Canadian citizen
- At least 18 years old, and
- Resides in the Municipality of Southwest Middlesex, or is the owner or tenant of land in Southwest Middlesex, or the spouse of such a person; and
- Not prohibited from voting (*as per the Municipal Elections Act*) or otherwise by law.

All applicants must file the following with the Clerk:

- A completed Council Vacancy Application form (must be signed in front of a commissioner).
- A completed Council Vacancy Declaration of Qualification form (must be signed in front of a commissioner).
- Identification showing his or her name and a qualifying address - to the satisfaction of the CAO-Clerk.
- Freedom of Information release form.

**Note:** We cannot accept faxes, e-mails or mailed-in forms.

*There is no filing fee.*

Applicants will be invited to address Council for no more than five minutes each at the December 1, 2021 meeting. Applicants may also submit a personal statement of qualification (similar to resume) for Council's consideration to be included in the public council agenda package. Personal statements will be typewritten in a 12-point (or greater) font on letter size (8½ "x 11") paper, shall not exceed one page in length, and will include the applicant's name and address.

<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

All inquiries should be directed to the Municipal CAO-Clerk or Deputy Clerk office at 519-287-2015 or [cao@southwestmiddlesex.ca](mailto:cao@southwestmiddlesex.ca) and [deputyclerk@southwestmiddlesex.ca](mailto:deputyclerk@southwestmiddlesex.ca)