

Appointment Procedure for Filling Council Vacancy

March, 2024

1. General

1.1. The Township Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Township Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.

1.2. Any individual filling the vacancy must be an Eligible Elector in the Township of Montague under the Municipal Elections Act.

2. Notice

2.1. Advertisement is posted to the Township of Montague website, and on social media and in the Montague Messenger. The advertisement will include Council's intention to appoint a qualified person to fill the vacancy and the process to be followed.

2.2. Communication using other methods may also be used, where appropriate.

3. Application

3.1. Any individual wishing to be considered for appointment to fill the Council vacancy will complete and provide the following to the Township Clerk in person by the date and time established by the Township Clerk:

3.1.1. Council Vacancy Application form;

3.1.2. Declaration of Qualifications form; and

3.1.3. Freedom of Information Release.

3.1.4 \$100 Deposit (to be refunded)

3.1.5 Oath to provide a clean police/vulnerable sector check and to actively participate/volunteer in Township events/community functions.

3.1.6 Personal Statement of Qualifications

3.2. Individuals filing the above forms will be required to provide identification showing their name and a qualifying address to the satisfaction of the Township 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.

3.3. Applicants should submit a Personal Statement of Qualification for 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 two (2) pages in length and will include the Applicant's name. Statements that do not meet these

requirements will not be included in any Council meeting agenda or be provided to Council by the Township Clerk. The Clerk's office will advise Applicants of the deadline for the submission of personal statements.

3.4. It is the Applicant's sole responsibility to meet any deadline or otherwise comply with any requirements of this procedure.

3.5. The Township Clerk will create a list of all Applicants which will be a public document.

4. Council Meeting

4.1. The Applicants will be considered by Council at an open Council meeting. The meeting will be livestreamed on the Township of Montague YouTube page.

4.2. The meeting may be a regular Council meeting, or a Special Council meeting called for that purpose.

4.3. 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.

4.4. The Personal Statement of Qualification of each Applicant will be included with the agenda package and will be made available as part of the public agenda posted on the Township's website.

4.5. The order of Applicant's speaking will be determined by alphabetical order.

4.6. Applicants will be invited to address Council for no more than five (5) minutes each.

4.7. Each Council Member will be permitted to pose a maximum of two (2) questions to each Applicant. Applicants will have a maximum of two (2) minutes to provide a response.

4.8. The Clerk will accept written questions from the Public prior to the meeting, at a deadline determined by the Clerk, the deadline will be posted publicly. Of the written questions received, five (5) questions will be chosen and asked to all the applicants. Applicants will have a maximum of two (2) minutes to respond to each question.

4.9. Upon hearing the submission of all Applicants, Council may take a short recess.

4.10. Upon resumption, Council Members may nominate an Applicant to be appointed, and if seconded, the motion will be put to the floor for discussion/debate, and the Chair will call for the vote. Or Council may choose to

accept the applicants as information and a motion be voted on for the appointment at the tentative Special Meeting of April 23rd, 2024, at 6:00pm.

4.11. A simple majority vote of Council will determine whether the nominated Applicant is successful.

4.12. 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 Applicant achieves a simple majority.

4.13. The nomination will be confirmed through the confirmatory by-law at the end of the meeting.

5. Subsequent Meetings

5.1. 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.

5.2. Orientation for the new member of council will be scheduled.

5.3. The Clerk will administer the Oath of Office to the successful appointee.

6. Timeline for Appointments

March 5 th , 2024	Declaration of Councillor Seat to be Vacant
March 19 th , 2024	Appointment Procedure Approved by Council
March 20 th , 2024	Release of the Call for Applications for Appointment as Councillor, to include posting on the Township website, and advertised via social media and in the Montague Messenger
April 9 th , 2024	Applications Due to the Township Clerk by 2:00 pm
April 10 th , 2024	Personal Statement of Qualifications due by 2:00 pm
April 12 th , 2024	Council Agenda released to the Public
April 16 th , 2024	Applicant Presentations to Council (Rosedale Hall)
April 19 th , 2024	Special Council Agenda made Public
April 23 rd , 2024	Special Meeting of Council to select Councillor and appoint by by-law and the Declaration of Oath of Office by New Councillor