



*The Corporation of the Municipality of Wawa  
Staff Report*

*Clerk*

<b>Prepared For: Council</b>	<b>Report No.: CC 2021-08</b>
<b>Agenda Date: August 10, 2021</b>	<b>File No.: 9.1</b>

**Subject**

The purpose of this report is to provide the Members of Council with its options to fill a vacancy on Council in the event a member resigns.

**List of Stakeholders**

The list of Stakeholders includes:



- Mayor and Council
- Municipal Staff
- Taxpayers (residential, commercial, industrial)

**Summary of Recommendation**

**RESOLVED THAT** Council of the Municipality of Wawa hereby:

1. Receive the Clerk's Report as information regarding the available options to fill a vacant position on Council.
2. Consider the two options available to fill a vacant position on Council in accordance with Section 263 of the *Municipal Act, 2001*, as follows:
  - a. Fill the vacancy by appointing a person who has consented to accept the office, if appointed; or
  - b. Require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act, 1996, 2001*.

While considering the options noted above, filling the vacancy through a by-election may appear to be an obvious potential solution, Council may also consider filling the vacancy through an appointment process, and it could be done though the following options:

<b>Respectfully Submitted By:</b> Cathy Cyr Clerk	<b>Reviewed By:</b> Maury O'Neill CAO-Treasurer
Name/Signature/Title 	Supervisor's Name/Signature/Title 

- Option 1(a): Appointment from 2018 Candidates – Cathy Cannon  
Option 1(b): Appointment by Call for Applications  
Option 1(c): Direct Appointment by Council  
Option 2: Direct the Clerk to conduct a By-Election

When considering the options noted for appointment, the candidate must be an eligible candidate under the *Municipal Elections Act, 1996, 2001*, and the person must be ready, willing and able to accept the appointment. In the event Council chooses to fill the vacancy through a by-election, all candidates must meet the qualification requirements as stipulated in the *Municipal Elections Act, 1996, 2001*.

### Policies Affecting the Proposal

While there are no existing municipal policies on record respecting the filling of Council vacancies, Council may wish to discuss the possibility of developing a policy to fill vacancies on Council.

### Background

Section 259 of the *Municipal Act, 2001*, addresses the issue of Vacant Seats on Council. The section specifically states that the office of a member of Council of municipality becomes vacant if the member:

- a. Becomes disqualified from holding the office of a member of council under section 256, 257 or 258;
- b. Fails to make a declaration of office before the deadline Section 232;
- c. Is absent from the meetings of council for three consecutive months without being authorized to do so by resolution of council;
- d. Resigns from his or her office and the resignation is effective under Section 260;**
- e. Is appointed or elected to fill any vacancy in any other office on the same council;
- f. Has his or her office declared vacant in any judicial proceeding;
- g. Forfeits his or her office under this or any other Act; or
- h. Dies, whether before or after accepting office and making the prescribed declarations.

The Act requires that if the office is a member of council becomes vacant under Section 259, the council shall at its next meeting declare the office to be vacant, except if the vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings.

When a vacancy occurs, Council is faced with the decision on how to fill the vacant seat for the remainder of the term. The Act provides the following two options:

**Section 263 (1) Filling Vacancies** – *If a vacancy occurs in the office of a member of council, the municipality shall, subject to the following:*

*(a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or*

*(b) require a by-election to be held to fill the vacancy in accordance with the Municipal Elections Act, 1996. 2001, c. 25, s. 263 (1).*

**Section 263 (5) Rules applying to filling vacancies** – *the following rules apply to filling vacancies:*

1. *Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under section 262, the municipality shall,*
  - i. appoint a person to fill the vacancy under subsection (1) or (4), or*
  - ii. pass a by-law requiring a by-election be held to fill the vacancy under subsection (1).*
2. *Despite paragraph 1, if a court declares an office to be vacant, the council shall act under subsection (1) or (4) within 60 days after the day the court makes its declaration.*
3. *Despite subsections (1) to (4), if a vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy. 2001, c. 25, s. 263 (5).*

**Historical Experience in Wawa:** The Municipality of Wawa has experienced council vacancies previously.

Year	Name	Why	Who Replaced	How Selected
1979	George Renault	Resigned	Ray White	Appointed
2002	Susan Therrien	Resigned	Dianne Loubier	By-Election
2005	Helen Lamon	Resigned	Ken Martin	Appointed (Runner-Up)
	Jim Aquino	Resigned	Vacant	
2008	Brian White	Resigned	David Cronin	Appointed (council selected)
2015	James Neufeld	Resigned	Matthew Morrison	Appointed (interview)
	Matthew Morrison	Resigned	Sandra Weitzel	Appointed (interview)

	Tamara Liddle	Seat Declared Vacant (s.259(c))	Julia Rowe	Appointed (interview)
	Yvan Besner	Resigned	Pat Tait	Appointed (interview)

The Municipality experienced numerous resignations from Council. The sitting council publicly interviewed all the candidates, and chose the replacements on the same evening at the interviews. One vacant position in 2018 was the direct result of the councillor absence from meetings for three consecutive months. As per the Municipal Act, Council declared the seat vacant appointed a candidate through an interview and appointment process.

## Options

Council has two options available under the Municipal Act to fill a vacancy with varying alternative for appointment options. Each option is analysed for council consideration.

Option 1: Appointment (three appointment alternatives are outlined).

Option 2: By-Election

Under normal circumstances, rules applying to filling vacancies require that appointments to fill the vacancy occur within 60 days of the declaration, meaning council must appoint a candidate within 60 days of declaring the seat vacant.

## Analysis

### Appointment Process – Discussion of Options

The Act does not set out any specific requirements relating to the appointment of an individual to fill a council vacancy, other than those related to qualifications. In order to be considered for appointment, individuals must meet the following qualifications, as outlined in the Municipal Elections Act:

- Reside in or be an owner/tenant of land in the municipality, or spouse;
- Must be a Canadian Citizen;
- Be at least 18 years of age;
- Not prohibited from voting under section 17(3) of the Municipal Elections Act or otherwise by law.

Council is advised that an appointee cannot be one who is disqualified from holding office by this or any other Act. The Clerk is not aware of any individuals who would not be qualified for appointment or to be candidate in a by-election

---

since all former candidates did file their financial statements in accordance with the Municipal Elections Act. These financial statements are available on the municipal website under the Election section for public viewing.

The most cost efficient and timely mechanism to fill a vacancy would be to appoint from the 2018 municipal election candidates with the next being Cathy Cannon (note: Ms. Cannon had 375 votes and Councillor Hatfield at 395 votes). Staff would be required to confirm whether or not Ms. Cannon would be interested in filling the vacancy.

Roughly as inexpensive, although somewhat longer is the option of council interviewing potential candidates and appointing the successful applicant. Conducting a public presentation as part of that process at a council meeting would demonstrate aptitude for public speaking and political acuity.

### **Option 1 (a) – Appointment from Municipal Election Candidates**

As outlined above, previous sitting members of Council chose to appoint the next-place finisher in the 2004 municipal election, although this process has not been exclusive given the appointment processes used in past years. Much of the decision rationale related to the length of term remaining.

According to the certified election results from 2018, the fifth place candidate is Cathy Cannon. Should Council opt to consider appointment of the fifth place candidate from the most recent election, the Clerk would seek written confirmation of qualification and determine if Ms. Cannon has an interest in accepting the appointment.

### **Option 1(b) – Appointment by Call for Applications**

Because the Act does not prescribe an appointment process to fill a council vacancy, Council may approve an appointment process which would permit interested, eligible persons to submit an application for appointment to Council. This open call for applications would be placed through the local newspaper and municipal website. The process would include an application, declaration of qualifications, and if the procedure is approved by Council, inclusion of a public meeting component to allow deputations from the applicants. This specific format is based on practices used in other communities across Ontario. Wawa used this process in 2015; procedures were developed and used for the last appointment process. Please see Appendix "1" attached.

---

### **Option 1(c) – Direct Appointment by Council**

As previously noted, the Act does not prescribe an appointment process. Council could appoint an eligible candidate without an application process and without referencing recent election results. This process was used in 2008. In the opinion of the Clerk, while this might achieve the fastest possible result, this would represent the least favourable option in terms of transparency and democracy. This method, although available is not recommended.

### **Option 2 – By-Election**

Council may decide to fill the vacancy by directing that by-election be conducted. In accordance with Section 263(5) of the Municipal Act, a by-law must be enacted within sixty days after the seat is declared vacant. Subsequent to the enactment of a by-election by-law, nomination day must be not less than 30 days and not more than 60 days thereafter. Voting day shall then be 45 days after nomination day.

For example, if council declared a seat vacant on August 10, 2021, a by-election by-law would be required by September 7, 2021. Should the decision be made to conduct a by-election, the Clerk must set Nomination Day within 60 days of passing a by-law requiring the by-election. Theoretically, Nomination Day could be November 5, 2021 and Election Day would be December 20, 2021, and the new member would be sworn in on January 11, 2022. **These dates noted are for demonstration purposes only.**

Based on the 2018 election, the costs associated with a by-election are estimated to be approximately \$17,000.00 given additional considerations related to conducting an election during or immediately following a worldwide pandemic. Extra measures would be required to protect the health and safety of staff, candidates and electors alike.

According to current available information, the number of eligible electors in the Municipality of Wawa are approximately 2103. In the 2018 municipal election, there were 2103 eligible electors with 837 ballots cast resulting in a voter turnout of 39.80%.

If council selects the option for a by-election, the Clerk would be required to contact suppliers that would form an integral part of ensuring an election is conducted in the same manner as a regular municipal election, as is required in accordance with the MEA. The Clerk would determine the timelines for the election based on the outcome of discussions with suppliers. A by-election before the end of the year is possible but it's an extremely aggressive timeline with an appointment occurring in January 2022.

The **next Municipal Election** is scheduled to occur on **October 24, 2022**.

### **Considerations for Conducting a By-Election**

When a vacancy occurs on Council, the business of the corporation must continue, uninterrupted. Council is mandated to make a decision on how the vacancy will be filled in 60 days after the declaration to declare the seat vacant. It is the Council that is charged with determining the best method to fill the vacancy while considering factors such as time to complete the process, costs associated with implementing the selection solution, representative democracy and duration of the vacancy. Unique to council at this time is the added layer of being amidst a worldwide declared pandemic, Novel Coronavirus COVID-19.

Subsection 11(2) of the MEA provides that the Clerk is responsible for conducting an election including the following:

#### ***Duties of the Clerk***

- (a) Preparing for the election;*
- (b) Preparing for and conducting a recount in the election;*
- (c) Maintaining peace and order in connection with the election; and*
- (d) In a regular election, preparing and submitting the report described in subsection 12.1(2) (related to identification, removal and prevention of barriers that affect electors and candidates with barriers).*

Section 12 of the MEA allows the Clerk to provide for any matter or procedure that is not otherwise provided for in an Act or regulation, and that is, in the Clerk's opinion, "necessary or desirable" for conducting the election as follows:

#### ***Powers of the Clerk***

- 12(1) A Clerk who responsible for conducting an election may provide for any matter or procedure that,*
- (a) Is not otherwise provided for in an Act or regulation; and*
  - (b) In the Clerk's opinion, is necessary or desirable for conducting the election.*

To achieve representative democracy, a by-election is optimal. Of significance however, given the current pandemic situation, this method may present the most challenges in terms of ensuring the health and safety of all stakeholders.

The Municipality of Wawa used electronic means for conducting its 2018 election, and if council chooses to conduct a by-election, the Clerk would recommend this method for a by-election.

One challenge for candidates may be campaigning or face-to-face interactions with the electorate, in the event of a positive COVID case in the community of Wawa. Candidates would be permitted to cavass in the community following Public Health Guidelines.

### **Accountability and Transparency**

While a by-election fully ensures representative democracy, community engagement can still be satisfied through the appointment process. Council will make a determination as to the preferred method to fill the vacancy in the circumstances present, taking into consideration community engagement as it pertains to the election process as well as from the perspective of a candidate and an elector.

### **Financial Impact**

#### **Option 1 (a) and (c) – Appointment of Fifth place candidate or Qualified Elector.**

Cost would relate mainly to staff time for orientation purposes. No direct election costs for this option; no advertising costs; most time efficient method.

#### **Option 1(b) – Appointment by Application**

Main expense will be advertising, estimated at \$300. No direct election costs other than advertising for applications. Other costs include staff time to orient the new council member. This option is the second fastest option.

#### **Option 2 – By-Election**

A by-election is estimated to cost \$17,000 plus soft costs related to staffing and possible overtime. The Election Reserve would accommodate this expense; however, it would impact negatively on the 2022 Election Budget.

#### **Alternatives Reviewed:**

Council can choose to Appoint from the 2018 Election Candidates, Appoint a Qualified Elector, Appoint through Application, or direct the Clerk to conduct a By-Election. For the purposes of the recommendation Council will need to present a motion to fill a vacancy by selecting one of the following:

Option 1(a): Appointment from 2018 Candidates – Cathy Cannon

Option 1(b): Appointment by Call for Applications

Option 1(c): Direct Appointment by Council

Option 2: Direct the Clerk to conduct a By-Election



## Recommendation

The last election was held on October 22, 2018 with a Mayor and four councillors elected to office with the term commencing on December 1, 2018. The cost for the 2018 election was \$17,081.47.

We are now 32 months (2 years, 8 months) into a four year term of Council, and there are many issues discussed and debated by Council, it would be prudent to appoint an individual as quickly as possible to allow staff to orient the new member of Council. It would make sense to appoint the fifth place candidate from the 2018 election as the individual was 20 votes behind the 4<sup>th</sup> place candidate.

The results of the Office of Councillor in the 2018 Municipal Election is as follows:

Office	Candidate	Total Count:	
		Total	Elected
Mayor	RODY, Ron	Acclaimed	✓
Councillor	BROWN, James	339	
	CANNON, Cathy	375	
	CHIASSON, Bill (I)	596	✓
	HATFIELD, Mitch	395	✓
	REECE, Robert Allan	407	✓
	TAIT, Pat (I)	610	✓
	WEITZEL, Sandra (I)	287	
		<b>Spoiled Ballots</b>	6
	<b>Declined Ballots</b>	4	
	<b>Total</b>	<b>3019</b>	
Voter Turnout	<b>Total Electors</b>		Turnout Percentage
	Recorded	Eligible	
	837	2103	39.80%

**For this reason, Option 1 (a) is recommended.**

While advertising for qualified applicants to fill the vacancy on Council may be a valid option, it would take a few weeks to advertise, receive applications and interview potential candidates. With only sixteen months remaining for this term of council, it would make sense to quickly fill the vacancy to allow for a smooth and quick transition for the new Councillor. For this reason, **Option 1 (b) is not recommended.**

Council may wish to consider advertising for candidates with an application submission requirement, and then amongst the members of Council select a

---

candidate it deems suitable for the vacant position. Although this may be a quick solution, it could be viewed as the least favourable option in terms of transparency and democracy. **For this reason, Option 1 (c) is not recommend.**

There is no difference in conducting a by-election verses a regular election. The cost for a by-election is estimated at \$17,000. It is important to remember the next Municipal Election will be conducted in October 2022. The Municipality would be required to absorb the by-election costs in 2021 and then ensure it budgets another \$17,000 for the 2022 election. This would bring the cost for the 2022 Municipal Election to \$34,000. **For this reason, Option 2 is not recommended.**

The Clerk would also wish to remind council that in the event there are more than one vacancy on council, it would be advisable to consider filling the position through Option 1 (b). The number of votes between the fourth and sixth place candidate is 56 votes.

### Attachments

- Appendix 1 – 2015 Election Selection Procedures
- Appendix 2 – 2021 Proposed Election Selection Procedure
- Appendix 3 – By-Election Timeline – 60 day Nomination Period
- Appendix 4 – By-Election Timeline – 30 day Nomination Period
- Appendix 5 – Declaration of Election Results – 2018

## **Council Vacancy – Application for Appointment Process**

The Municipal Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the Application for Appointment Process. For the purpose of this procedure, the term “lot” means a method of determination by placing the names of the Candidates on equal size pieces of paper and placed in a container with one name being drawn by the Clerk, or designate.

### **Application Procedure:**

1. The process will be initiated through an advertisement placed in the local newspaper and on the Municipal website, indicating Council’s intent to appoint a qualified elector to fill the seat vacancy and calling for applications for a minimum of two weeks following Council’s decision to fill the vacancy by application for appointment process.
2. Such Notice shall indicate Council’s intention to appoint an individual to fill a vacancy and shall outline the nomination process.
3. Interested persons will be required to complete an application and Consent of Nomination and a Declaration of Qualification, provide personal identification showing their name and qualifying address within the Municipality of Wawa, and may be required to provide a written response to specific questions as may be determined by Council.
4. Applicants are referred to hereinafter as Candidates.
5. Candidate(s) may submit, to the Clerk, a personal statement of qualification for consideration of Council. Personal statements shall be typewritten on 8 ½” X 11” paper not exceeding two pages in length and will include the Candidate name and address. Statements that do not comply shall not be included in the Council meeting agenda or provided to Council by the Clerk.

Candidates will be advised of the deadline for submission of a personal statement.

6. 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 or by-election and may be included on a Council agenda published on the municipal website.
7. A deadline will be established for filing the Consent of Nominee and Declaration of Qualification, as determined by Council in consultation with the Clerk.
8. Individuals who have submitted the necessary forms may appear before Council at a date and time so determined by the Council, and the Clerk will advise all applicants of the established date and time.

9. The Clerk will create a list of all Candidates and publicly post said list on the Municipality's website and at the Town Hall. This list will be updated as applications are received, once deemed complete by the Clerk.
10. Notwithstanding the requirement of the Municipality's Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a Candidate and the agenda shall include the following:
  - a. A certified list of all Candidates listed in alphabetical order, by last name;
  - b. Any personal statement of qualification for consideration of Council;
11. Copies of all application documents will be included with the agenda package for the Appointment Meeting and will be made available as part of the public agenda posted on the Municipal website.

The Agenda shall be published to Members of Council and to the public in the same manner as a Regular or Special Council agenda.

#### **Procedure at Appointment Meeting of Council:**

1. At the Appointment Meeting which may be at a Regular or Special Meeting of Council, the Mayor shall make a brief statement to outline the purpose of the meeting and the order of proceedings;
2. The Clerk will provide a list of Candidates who have completed the Consent of Nominee and Declaration of Qualification, and the Mayor will call for a motion to consider the Candidates to fill the vacancy, as follows:
  - a. **"RESOLVED 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";
3. Copies of all application documents will be included with the agenda package for the Appointment and will be made available as part of the public agenda posted on the Municipal website;
4. Candidates will be sequestered in an adjacent room until it is their time to answer questions posed by Council. Once a Candidate has answered the questions, they will return to a separate room until all Candidate interviews are complete.
5. At the Council Meeting, each Candidate will be afforded an opportunity to address Council for a period not to exceed ten(10) minutes.
6. The order of speaking will be alphabetical by last name.
7. Each member of Council will be allowed no more than one question to each Candidate and responses from Candidates shall be limited to a maximum of two (2) minutes per question.

- 
8. Upon hearing all Candidate submissions, Council will proceed to vote, by way of a public ballot vote, similar to the Ranked Voting process, in rounds of voting as follows:
- a. Candidate names will be displayed on the Council Chamber viewing screen and shall be displayed in alphabetical order, by last name for use in a public tally of votes;
  - b. Each of the pieces of paper to be used as either ballots, or to be used by the Clerk to draw names in accordance with Section 8(m) (i)(ii) will be equal in size and type;
  - c. Only the Clerk or Clerk's designate may handle the papers, ballots and Container referenced in this procedure, save and except the Members being permitted to mark their ballots;
  - d. Ballots will be provided to Members of Council in the form of a voting card on which to indicate their choice of Candidate in writing; and all voting cards shall be of identical size, paper quality, and colour and shall be pre-printed with the Member's name and a place to be initialled by the Member;
  - e. The first round ballots may contain the name of each Candidate, in alphabetical order by surname and have a box immediately preceding the surname in which the Member of Council may mark an "X" beside the name of the Candidate of their preference;
  - f. All subsequent ballots shall be in the form described in (d) above however will not contain any Candidate names in a pre-printed format;
  - g. The Clerk will ask Members of Council to vote by clearly printing the name of their preferred Candidate on the ballot, initialling the ballot for authentication purposes, folding the ballot and returning it directly to the Clerk;
  - h. Any Round One ballot marked with more than one "X", or any subsequent round ballot that is not legibly printed, or any ballot that does not contain the authentication initials of the Member of Council shall be considered a spoiled ballot and shall not be included in the tally;
  - i. The Clerk will read aloud the Member's name and selected Candidate and announce the tallies of all votes, while maintaining the tally on the viewing screen;
  - j. 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 consideration;

- 
- k. 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\*;
  - l. The process shall be repeated until the Candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting Members of Council;
  - m. In the event the votes cast are equal for all Candidates:
    - i. If there are three or more Candidates remaining, the Clerk shall by lot select one such Candidate to be excluded from subsequent voting;
    - ii. If only two Candidates remain, the tie shall be broken and vacancy shall be filled by the Candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful Candidate\*\*;
  - n. Upon conclusion of the voting, the Clerk will declare to be elected the Candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 8 (m)(ii);
  - o. A by-law confirming the appointment shall be enacted by Council to appoint the successful Candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful Candidate;
  - p. The Minutes of the Appointment Meeting shall include a full disclosure of all voting results, including the name of each Member of Council and their selected Candidate in any and all voting rounds.

**Explanation of Voting:**

Example: In a contest with four (Candidates) and four (4) Members of Council present, a Candidate would

need a minimum of three (3) votes to be Appointed:

**Round One:**

- Candidate A – 2 votes
- Candidate B – 1 votes
- Candidate C – 1 vote
- Candidate D – 0 votes

In this scenario, as no majority vote was achieved, Candidate D is eliminated from further voting and another round of voting will occur.

**Round Two:**

- Candidate A – 2 votes
- Candidate B – 2 votes
- Candidate C – 0 vote

In this scenario, Candidate C is eliminated and a further voting round will occur.

**Round Three – Scenario “A”: Candidate A is the Successful Appointee**

Candidate A – 3 votes

Candidate C – 1 votes

**Round Three – Scenario “B”: Clerk Proceeds with i(ii), Determination by Lot\*\***

Candidate A – 2 votes

Candidate B – 2 votes

\*\*The process of determination by lot in the event of a tied vote is provided for in the Municipal Elections Act, 1996, Subsection 63(10). Although it specifically relates to recount procedures, it is an accepted practice throughout Ontario in this type of voting process.



## APPLICATION FORM MUNICIPALITY OF WAWA COUNCIL VACANCY



### For appointment to Municipal Council (Councillor)

Please complete this application form in its entirety. A resume (which provides education, experiences and interests in support of your application) shall also be completed and attached to this application form. Should the application form not be fully completed and resume not attached, the Municipality reserves the right to reject the application. In addition, the provision of any false or misleading information on this application will be sufficient reason for the Municipality to reject the application or to terminate an appointment.

Please Print or Type

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Full Name of Applicant:	
Street and Mailing Address:		Postal Code:
Telephone Number (home):	Telephone Number (work):	Cellular Number:
Facsimile Number:	Email Address:	

Eligibility Requirement	Yes	No
<b>A Canadian citizen.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>At least 18 years of age.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resides or is the owner or tenant of land in the Municipality of Wawa, or the spouse of such owner or tenant.</b>	<input type="checkbox"/>	<input type="checkbox"/>

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(By signing this form, you consent to having your name publicly released)

Deadline for Receipt of Application and Resumé is **2:00 p.m. on** \_\_\_\_\_.

**Return Application Form and Resumé in Sealed Envelope, in person,**

**to:**

**Cathy Cyr, Clerk**

The Corporation of the Municipality of Wawa

40 Broadway Avenue, P.O. Box 500

Wawa, ON P0S 1K0

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and will be used for the council vacancy replacement process and will be made available for public inspection in the office of the Clerk, Municipality of Wawa, until the next municipal election. Questions about this collection of personal information should be directed to the Clerk or Deputy-Clerk, 40 Broadway Avenue, Wawa, Ontario P0S 1K0 (705) 856-2244.





Ministry of Municipal Affairs

**Nomination Paper - Form 1***Municipal Elections Act, 1996 (Sections 33, 35)***Instructions**

A nomination paper may only be filed in person or by an agent; it may not be faxed or emailed. It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the office of		Ward name or no. (if any)	
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)			
Last Name or Single Name		Given Name(s)	
Nominee's full qualifying address within municipality			
Suite/Unit No.	Street No.	Street Name	
Municipality		Province	Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address			
Suite/Unit No.	Street No.	Street Name	
Municipality		Province	Postal Code
If nominated for school board, full address of residence within its jurisdiction			
Suite/Unit No.	Street No.	Street Name	
Municipality		Province	Postal Code
Email Address		Telephone No. (including area code)	Telephone No.2 (including area code)

**Declaration of Qualification**

I, \_\_\_\_\_, 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 or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Nominee or Agent	Signature of Clerk or Designate
-------------------------	------------	-----------------------------	---------------------------------

**Certification by Clerk or Designate**

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature

Date Certified (yyyy/mm/dd)