



Township of Enniskillen
Information for Applicants
and Submission Forms
2025 Council Vacancy

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Part A - Introduction

Thank you for your interest in serving the public as part of Municipal Council for the Township of Enniskillen.

You are applying to serve the public in the capacity of Councillor that will require a commitment from March 10, 2025 to November 14, 2026.

The *Municipal Act*, 2001 details the requirements to be met when filling a Council vacancy. The Township of Enniskillen Council follows the requirements under the *Municipal Act* as well as the eligibility requirements in accordance with the *Municipal Elections Act, 1996* and the available options to fill a vacant seat.

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. We urge you to obtain your own updated copy of the *Municipal Elections Act* which can be downloaded from the Ministry's website at www.e-laws.gov.on.ca or purchased from the Ontario Government Bookstore.

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 the Clerk's Department with any questions you may have about the process.

Duncan McTavish
Clerk
Township of Enniskillen
519-882-2490
dmctavish@enniskillen.ca

Part B - Frequently Asked Questions

Important Dates

**January 14, 2025
to February 14,
2025**

Applications may be filed **in person only**

February 14, 2025

Deadline to submit requisite forms (or to withdraw previously submitted forms)

Applications accepted until **2:00 p.m.**

February 18, 2025

Applications to be certified or rejected by the Clerk. There will be no interview process. Forms filed from each Certified Applicant will be included in the March 10, 2025 Council package for Council Consideration. Council will select one (1) applicant at the Special Meeting of March 10, 2025 to be declared the successful applicant. This decision of Council shall be final.

February 20, 2025

Official List of Applicants to be posted on the Township website by 4:00 pm

March 10, 2025

Special Council Meeting - Successful applicant to be appointed by By-law at the conclusion of voting. Oath of Office to be administered by the Clerk at that same meeting. New Councillor assumes their seat in Council chambers. Meeting adjourns.

What is the Term of Office?

As you will be filling a vacancy on Municipal Council, your term starts on March 10, 2025, when you take your Declaration of Office and ends November 14, 2026.

Who can be an Applicant?

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

You must be:

- A resident of the Township of Enniskillen or an owner or tenant of land in the Township of Enniskillen, or the spouse or same sex partner of such an owner or tenant;
- A Canadian citizen;
- At least 18 years old; and
- Not prohibited from voting by law.

In order to be considered as a legally qualified applicant, you must file a Council Vacancy Application Form, Declaration of Qualification and Information Release Form. In addition, candidates must provide identification that proves their identity and qualifying address to the satisfaction of the Clerk or designate.

There will not be an interview process.

Applicants may submit to the Clerk a personal statement of qualification for consideration by Council. Personal statements must be typewritten in a 12-point font size on letter size (8 1/2"x11") paper and shall not exceed one (1) page in length and will include the applicant's name and address. Statements that do not meet these requirements shall not be included in the Council meeting agenda or provided by the Clerk to Council.

Forms filed from each Certified Applicant will be included in the March 10, 2025 Special Called Council package for Council Consideration. Council will select one (1) applicant at the meeting of March 10, 2025 to be declared the successful applicant. This decision shall be the final decision of Council.

At the March 10, 2025 Special Council Meeting the Successful applicant is to be appointed by By-law at the conclusion of voting. Oath of Office to be administered by the Clerk at that same meeting. The new Councillor assumes their seat in Council chambers and the meeting adjourns.

Applicants should be aware that the submitted personal statements shall appear on the public meeting agenda for the Regular Council Meeting for which the candidate selection will occur.

The new Councillor will be required to take part in a training session at the municipal office to be scheduled between March 11, 2025 - March 14, 2025.

Council Meetings are held the first and third Monday of each month normally starting at 4:30 pm or as per Procedure By-law 56 of 2024.



**THE CORPORATION OF THE
TOWNSHIP OF ENNISKILLEN**

4465 Rokeby Line
Petrolia, ON
N0N 1R0
519-882-2490

<p>NOTE</p> <ul style="list-style-type: none"> A Council Vacancy Application may only be filed in person; it may <u>not</u> be faxed or e-mailed It is the responsibility of the person applying to file a complete and accurate application 	<h2 style="margin: 0;">Council Vacancy Application Form</h2>	
<p>Council Vacancy Application of a person to be appointed to the position of COUNCILLOR for the Township of Enniskillen</p>		
Candidate Full Name:	For the Office of: COUNCILLOR	
Candidate's full qualifying address within the municipality		
Street Number:	Street Name:	
Municipality	Province	Postal Code
Candidate's full mailing address (if different from qualifying address above)		
Street Number:	Street Name:	
Municipality	Province	Postal Code
Declaration of Qualification and Consent		
<p>I _____ the applicant mentioned in this form, declare that I am presently legally qualified to be appointed to hold the office of Councillor, and I consent to accept the appointment to that office, if appointed. 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.</p>		
Declared before me at the Township of Enniskillen in the County of Lambton this _____ day of _____, 2025. _____ Signature of Clerk or Commissioner, etc.		_____ Signature of Applicant
Date Filed (yyyy/mm/dd)	Time Filed	Signature of Clerk or Designate
Certification by Clerk or Designate		
<p>I the undersigned clerk of this municipality do hereby certify that I have examined the application of the aforesaid applicant filed with me and am satisfied that the nominee is qualified to be appointed and that the appointment complies with the Act.</p>		
Signature		Date Filed (yyyy/mm/dd)



Council Vacancy

Candidate Information Release Form

I, _____, having applied for the position of Councillor in the Township of Enniskillen do hereby consent to the Township of Enniskillen using the personal information contained in my submission for the purpose of providing information to the public and the posting of the recruitment information.

Dated at the Township of Enniskillen this _____ day of _____, 2025.

Signature of Candidate



Township of Enniskillen
Declaration of Qualifications for Municipal Applicants – Council Vacancy

I, _____ an Applicant for the office of Councillor for the balance of the 2022 to 2026 term of Council do solemnly declare that:

1. I am qualified pursuant to the Municipal Elections Act, 1996 and the Municipal Act, 2001 to be elected or appointed to and to hold the office of Councillor in the Township of Enniskillen.

2. Without limiting the generality of paragraph 1, I am:

- at least eighteen years of age
- a Canadian citizen
- a resident of the Township of Enniskillen or the owner or tenant of land in the Township of Enniskillen or the spouse of such owner or tenant.

3. I am not ineligible or disqualified under the Municipal Elections Act, 1996, the Municipal Act, 2001, the Municipal Conflict of Interest Act or any other Act to be appointed to or hold the above-mentioned office.

4. Without limiting the generality of paragraph 3,

- I am not an employee of the Township of Enniskillen, or if I am an employee of the Township of Enniskillen, I am on an unpaid leave of absence as provided for by section 30 of the Municipal Elections Act, 1996.
- I am not a judge of any court.
- I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Enniskillen prior to 2:00 p.m. on the closing date for application being February 14, 2025. I understand that the Clerk of the Township of Enniskillen will reject my application for the above-mentioned office if I fail to provide proof of resignation by this deadline.
- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
- I am not a Crown employee within the meaning of the Public Service Act, or if I am a Crown employee, I have followed and will continue to follow all the relevant provisions of Part III of such Act.

5. I am not prohibited from voting at the municipal election under subsection 17(3) of the Municipal Elections Act, 1996.

6. Without limiting the generality of paragraph 5,

- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
- I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the Municipal Elections Act, 1996, from voting in a municipal election.

7. I am not disqualified from being appointed to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the Municipal Elections Act, 1996.

Declared at the Township of Enniskillen this _____ day of _____ 2025.

Signature of Applicant

Name of Applicant

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996 and will be used for the vacancy appointment process for the Councillor office being filled and will be available for public inspection in the office of the Township of Enniskillen until the next municipal election.