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# 2022 Council Vacancy Ward 3 Councillor Information Guide

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## Section A: Introduction

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

You are applying to serving the public in the capacity of Ward 3 Councillor which will require a commitment until November 14, 2022. You are getting ready to embark on a journey that will be both rewarding and at times trying. If you are a first-time candidate, you will find this to be a challenging and exciting experience.

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.

It is most important to note that 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 me with any questions you may have about the process.

*Alison Gray*

Alison Gray, Clerk

Phone: 705-325-2315 x232

Email: [agray@severn.ca](mailto:agray@severn.ca)



## Section B: Frequently Asked Questions

### Important dates

Date	Details
May 5, 2022	Applications may be filed
June 9, 2022	Nomination Day Nominations accepted until 4:00 p.m.
June 10, 2022	Nominations to be certified or rejected by the Clerk List of Candidates posted by 4:00 p.m.
June 23, 2022 (via Zoom)	Special Council Meeting at 9:00 a.m. Council to interview and vote to fill the vacancy
June 29, 2022 (via Zoom)	Council Meeting and Oath of Office for new Ward 3 Councillor

### What is the Term of Office?

The current four-year term of the Township of Severn (Severn) Municipal Council ends on November 14, 2022.

If you are appointed, you could serve as Ward 3 Councillor from June 29, 2022 through to November 14, 2022.

### Who can be a candidate?

Any person who is qualified to be a voter is also eligible to be a candidate.



Candidates must be:

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

## **When can interested candidates file their nomination paperwork?**

Individuals can file their nomination paperwork beginning on **Thursday, May 5, 2022 at 8:30 a.m.** and up until **Thursday, June 9, 2022 at 4:00 p.m.**

Applications may be filed in-person or via email to [agray@severn.ca](mailto:agray@severn.ca).

## **What do I need to include when I file my nomination?**

The nomination/application must be completed in full and include:

- Identification suitable to the Clerk
- Application and Declaration of Candidate Form
- Candidate Information Release Form
- Cover letter and resume

## **Do you have to live in the ward?**

You do not have to live in the same ward to be eligible for the Ward 3 Councillor position.

## **What are the responsibilities of these offices?**

Ward Councillors are responsible for representing their ward on Council while also, with the Mayor and Deputy Mayor, working together as a whole as the primary decision-making body for the Township.

Per Section 224 of the **Municipal Act, 2001**, the role of Council is:

- (a) to represent the public and to consider the well-being and interests of the municipality;



- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act.

## **What is the time commitment if I am elected?**

A Councillor can expect to devote time for a minimum of three meetings per month along with various duties on outside committees as appointed by Council.

Meetings are held generally during the day with some evening meetings. Time commitments would include:

- Council meetings (1st Wednesday of every month)
- Planning and Development Committee meetings (3rd Wednesday of every month)
- Corporate Services Committee meetings (4th Wednesday of every month)
- community events (e.g., ceremonies, parades, etc.)
- telephone calls, emails and contact with constituents
- reading and research time

For reference the 2022 Severn Council and Committees schedule has been included at the end of this package. The annual meeting schedule is subject to change to accommodate Council attendance at conferences and the Administration Office holiday closure in December.

In addition to attending regular Council and Committee meetings, members are required to attend meetings of other committees to which they are appointed.



These committees are established for a specific purpose and currently include the following:

- Accessibility Advisory Committee
- Culture and Recreation Advisory Committee
- Lake Country Tourism
- Physician Recruitment
- Public Library Board (Coldwater or Orillia)
- Severn Sound Environmental Association
- Southeast Georgian Bay Chamber of Commerce (SEGBAY)
- Villages and Hamlets Committee

## **How do I find out what is currently going at Council and Committee meetings? How do I get my agendas?**

You can access our Council and Committee meetings **online** or watch them on our **YouTube** channel.

Severn provides all meeting materials electronically via email and members are expected to use their Township-provided computer to access meeting agendas.

Further, all members are expected to check their Township email regularly as it is the primary means of communication.

## **How much does the Ward 3 Councillor get paid?**

The 2022 salary is \$24,654.63. Council members are also provided with a monthly internet allowance of \$25 and an annual mileage allowance. In addition to their annual remuneration, members also receive per diem payments should they attend conferences, seminars, or meetings for boards and committees they have been appointed to.

## **Can I withdraw my nomination?**

Yes, the last day to withdraw a nomination is Thursday, June 9, 2022 by 2:00 p.m.



## **When would I be sworn in?**

If you are the successful candidate, you will be sworn in and take your Oath of Office on **Wednesday, June 29, 2022**.

## **How do I contact the Clerk's Department?**

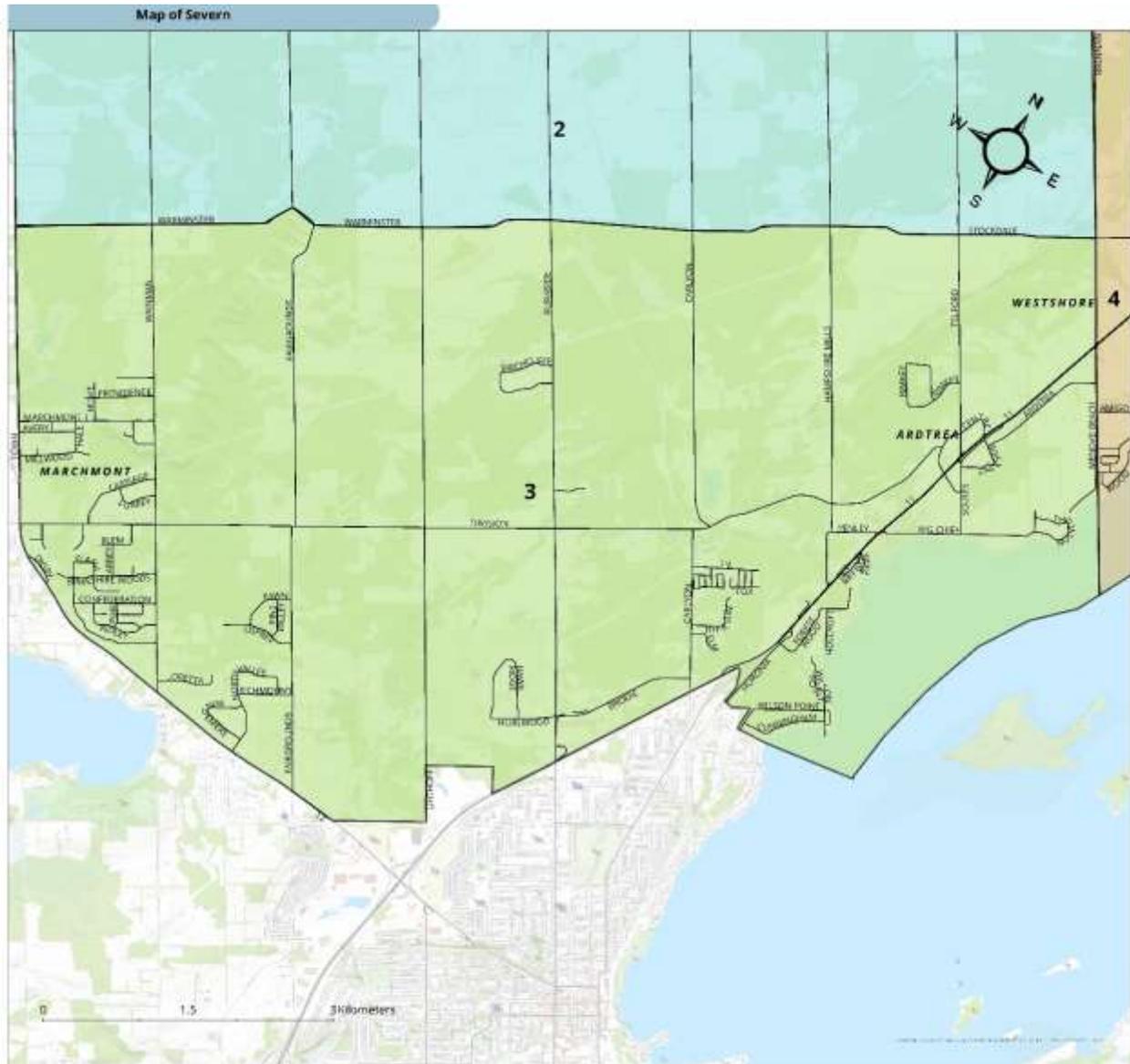
For more information on all election matters, please contact Severn's Clerk's Department:

Alison Gray, Clerk

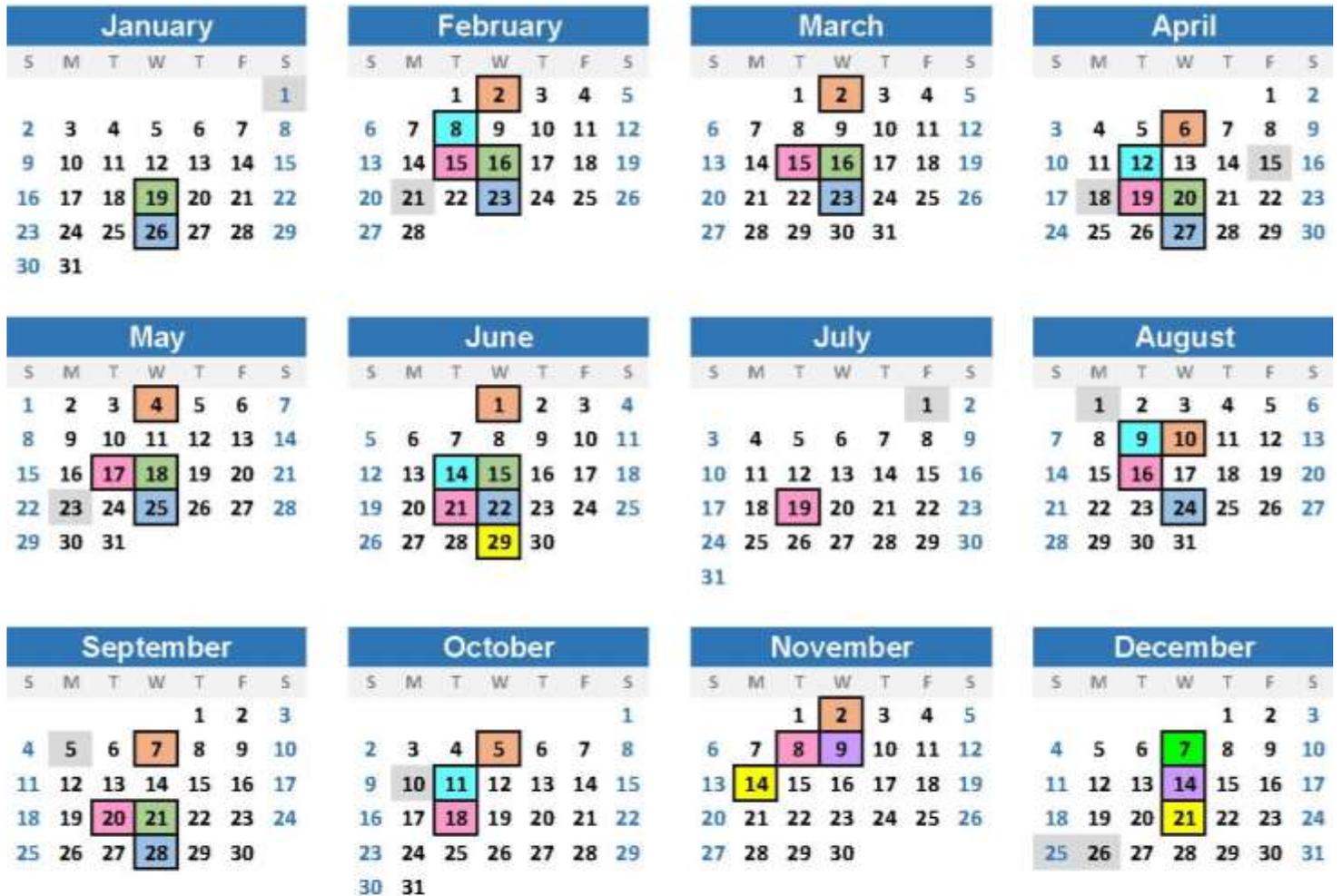
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# Appendix A: 2022 Ward Map



# Appendix B: 2022 Council and Committee Schedule



Planning and Development Committee 9:00 a.m.  
 Corporate Services Committee 9:00 a.m.  
 Council 9:00 a.m.  
 Special Council 9:00 a.m.  
 Planning and Development 9:00 a.m, Corporate Services 1:00 p.m.  
 Culture and Recreation Advisory Committee 7:00 p.m.  
 Committee of Adjustment 6:30 p.m.

