



2017 06 14

## Ward 6 Councillor Vacancy Fact Sheet

Applications are being accepted to fill the Ward 6 vacancy by appointment. The City Council of Sault Ste. Marie will appoint a candidate at its meeting of City Council on June 26, 2017 to fill the vacancy. The successful applicant will serve the remainder of the 2014-2018 term of office.

### Eligibility Requirements

- Canadian Citizen
- 18 years of age or older
- A resident of the City of Sault Ste. Marie or hold property in the City of Sault Ste. Marie
- Not legally prohibited from voting, or from holding municipal office

### Application Process

Interested candidates must complete:

- Consent of Nominee / Declaration of Qualification form
- Provide identification showing name, signature and qualifying address within the City of Sault Ste. Marie
- Applicants are welcome to submit letters, biographies or related documents to be considered by City Council to support their candidacy. Please note these will be made available to the public including the media. All forms and documents submitted by the applicant are a matter of public record.

### Application forms are available:

- Online at [www.saultstemarie.ca/ward6](http://www.saultstemarie.ca/ward6)
- City Clerk's Office 4<sup>th</sup> Floor Civic Centre, Sault Ste. Marie, 99 Foster Drive

### Required Documentation

Applications must include:

- Personal identification showing name, signature and qualifying address within the City of Sault Ste. Marie
- Completed Consent of Nominee / Declaration of Qualification form
- The form must be signed in person before a Commissioner for Taking Affidavits
- Commissioners will be available in the City Clerk's Office, 4<sup>th</sup> Floor Civic Centre to provide this service

**Supplemental Documentation**

- Candidates can write to City Council with information about themselves
- Any information submitted, including a candidate's personal information, becomes part of the public record
- Communications received by 4:30 p.m. on June 20 will be published in the printed agenda for the June 26 meeting to all Members of Council, relevant City officials and the media in accordance with usual protocols
- A full set of communications will be available for public inspection at the meeting on June 26

**Deadline to File**

- June 20, 2017 at 4:30 p.m.
- All forms must be signed in person before a Commissioner of Taking Affidavits
- Applications can be filled at:
  - City Clerk's Office 4<sup>th</sup> Floor Civic Centre, Sault Ste. Marie, 99 Foster Drive

**Withdrawing an Application**

- Applications can be withdrawn at any time up to the start of the meeting on June 26, 2017
- Withdrawing an application must be done in writing to the City Clerk:
  - By email from the address listed on the application forms
  - In person at the Clerk's Office, 4<sup>th</sup> Floor Civic Centre, Sault Ste. Marie, 99 Foster Drive

**Contact**

For further information contact the City Clerks' Department at [cityclerk@cityssm.on.ca](mailto:cityclerk@cityssm.on.ca) or call 705-759-5388.