

**Recommendation:**

That the report Clerk's Office-2025-17, dated June 17, 2025 regarding the vacancy on Township Council be received and that Council declare the seat of Councillor Adam Vervoort, Dummer Ward Councillor, to be vacant per Section 262 of the Municipal Act, 2001.

**Overview:**

[Section 259](#) of the Municipal Act outlines the conditions under which the office of a member of Council becomes vacant. Councillor Vervoort submitted a letter to the Clerk on May 30, 2025, announcing his resignation from Township Council.

As soon as a Member resigns in writing to the Clerk, their resignation is considered effective immediately. Following this, Council must declare that Member's seat vacant at their next meeting. Declaring the seat vacant requires Council to simply pass a resolution identifying the same. [Section 262\(1\)](#) of the Act states:

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

Once the seat on Council is declared vacant, Council is required to decide on how to fill the vacant seat for the remainder of the term. The Act provides two options to fill a vacancy on Council. [Subsection 263 \(1\)](#) notes those options to be:

- 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.

[Section 264](#) of the Act provides that a person appointed or elected to fill a vacancy shall hold the office for the remainder of the term of the person they replaced.

**Conclusion:**

The Clerk will provide a separate report to Council outlining the options available to fill the vacancy and estimated costs and timelines for the options.

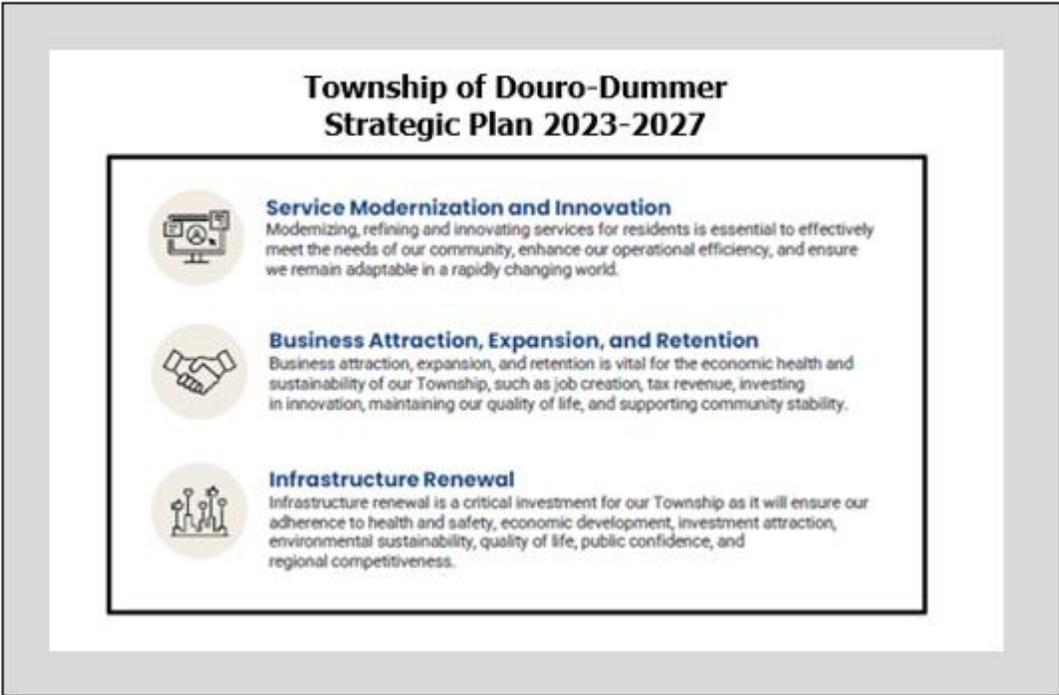
Section 263(5) of the Act establishes the rules applying to filling vacancies. Rules applying to filling vacancies 263(5):

Within 60 days after the day a declaration of vacancy is made with respect to the vacancy, the municipality shall,

- a. appoint a person to fill the vacancy or
- b. pass a by-law requiring a by-election be held to fill the vacancy

**Financial Impact:**

There is no financial impact in declaring the seat vacant.



**Report Approval Details**

Document Title:	Township Council Vacancy Declaration - Dummer Ward - Clerk's Office-2025-17.docx
Attachments:	
Final Approval Date:	Jun 11, 2025

This report and all of its attachments were approved and signed as outlined below:

Todd Davis