

Process for the Appointment of the Ward Councillors by Call of Applications (Option 3)

1. Posting the Vacancy

The Clerk shall post a Council Vacancy Notice following Council's decision to fill the vacancy by appointment.

2. Declaration of a Special Council Meeting

The mayor shall call a Special Council meeting

A vote to fill the vacancy on Council shall occur at in the open session of the Special Council Meeting.

3. Applications for Appointment

Any individual wishing to be considered for appointment to the vacancy shall complete and sign a Ministry of Municipal Affairs and Housing Nomination Form 1 and the Ministry of Municipal Affairs and Housing Endorsement of Nomination Form 2 to confirm that they meet the qualifications to hold municipal office.

4. Procedures at the Special Council Meeting

The Chair shall make a short statement of the purpose of the meeting and the general order of proceedings to be followed.

The Clerk will provide the Chair with a list of the names of those candidates who have completed the required nomination package.

- a. Each of the candidates shall be afforded the opportunity to address Council for a period of not more than ten (10) minutes. The order of speaking will be determined by lot (the Clerk shall place the names of all candidates in a container and randomly draw the names).
- b. Each Member of Council will be permitted a maximum of one (1) question for each candidate.
- c. Upon hearing all the submissions of the candidates, Members of Council will proceed to vote by way of public vote in accordance with the voting process outlined below.

4.1 Voting Process

4.1.1 Preparation and Marking of Ballots

The Clerk shall prepare the ballots for each vote on the motions to appoint the Councillor as follows:

- a. The candidates' names shall appear on the ballots, in alphabetical order as they are written on the nomination form with surname first followed by the first name;
- b. A space for marking the ballot shall appear to the right of each candidates' name;
- c. The ballots shall identify the Council Member to whom has marked it.
- d. Members may vote for only one candidate on any ballot by marking a cross {X} in the space provided to the right of the candidate's name on the ballot.

4.1.2 Counting of Ballots

When all Members present have marked their ballots, the Clerk shall collect and count the ballots

The Clerk will read aloud each vote, indicating each Council member's ballot and who they voted for.

When the ballots have been counted the Clerk shall announce the results.

Should a candidate receive more than one-half of the votes of all voting Members of Council present, the Clerk shall declare the candidate to be elected and invite the successful candidate to take an oath of office. A by-law confirming the appointment shall be enacted by Council appointing the successful candidate for the remaining term of Council.

If no candidate receives more than one-half the votes of all voting Members of Council present, the Clerk shall announce that a further vote shall be taken, and the candidate or candidates who received the fewest number of votes shall be excluded from the voting.

The Clerk will read aloud the names of the remaining candidates. The vote will be taken again in the same manner as the first vote, and, if necessary, more than once, excluding in each successive vote the candidate or candidates who receive the fewest number of votes in the preceding vote, until one candidate receiving the greatest number of votes and more than one-half of the votes of the Members of Council present and voting, remains. That candidate shall be the elected candidate for appointment.

Where the votes cast are equal for all candidates and if:

- i. there are three or more candidates remaining, the Clerk shall by lot select one such candidate to be excluded from the subsequent voting;
- ii. only two candidates remain, the tie shall be broken and the vacancy shall be filled by the candidate selected by lot conducted by the Clerk.

The Clerk shall tally all votes received on a spreadsheet that records how each Member of Council voted, to be displayed during the voting process.

After the election, all ballots will be available in the Clerk's department for public review.

Upon conclusion of the voting, the Clerk will declare the elected candidate receiving the votes of more than one-half of the number of the Members of Council present and voting.

A by-law confirming the appointment shall be passed by Council appointing the successful candidate to the office for the remainder of the term of the present Council.