

These Procedures have been created to outline the process that will be undertaken for the nomination and appointment of qualified individuals who have submitted a Consent of Nominee Application and Declaration of Qualification for the Vacancy for City Councillor, Ward 2.

Note: These Procedures may be amended as required and determined by the City Clerk.

The City Clerk, or designate, shall be responsible for interpreting, and where appropriate, facilitating the appointment application process as well as the nomination and appointment process as outlined in these Procedures.

Special Council Meeting (Electronic Meeting):

1. An electronic Special Meeting of Council will be held to hear presentations and review the applicants who have applied and consented to the appointment for the Office of City Councillor, Ward 2.
2. No verbal delegations will be permitted from the public at this meeting. Members of the public may submit written correspondence to the City Clerk by noon on the business day prior to the Meeting. Any correspondence received from the public will be provided to Members of Council as supplementary information prior to the Special Council Meeting.
3. The Agenda for the Special Meeting will include the following items:
 - (a) Roll Call
 - (b) Disclosure of Interest
 - (c) Opening Remarks from the Mayor
 - (d) Presentations from Certified Applicants (Copies of all application documents for each applicant will be included in this section of the public Meeting agenda)
 - (e) Matters for Consideration – Appointment to the Office of City Councillor, Ward 2
 - (f) By-law to Appoint City Councillor, Ward 2
 - (g) Oath of Office for Newly Appointed Member of Council
 - (h) Confirmation By-law
 - (i) Adjournment
4. Under Presentations, each applicant will be allowed to provide a 5 minute presentation to Council. Applicants will be invited into the Electronic Meeting so that they can appear on camera before Council and the public through the Livestream. The applicant's presentation will be verbal and applicant's may display a PowerPoint presentation by

sharing their screen. If an applicant has a presentation aid, it must be approved by the City Clerk and submitted by noon, 2 business days prior to the Meeting.

Should an applicant be unable to successfully connect to the electronic Meeting, the City Clerk, or designate, will attempt to connect the individual via audio/telephone. If this attempt is not successful, and the applicant has not joined the Meeting prior to the beginning of the presentations, they will no longer be included in the list of applicants to be considered for appointment to the Office of City Councillor, Ward 2.

5. The order of presentations by the applicants will be determined alphabetically based on the applicant's last name, starting with A through Z.
6. After each applicant has provided their presentation, each Member of Council shall be permitted to ask one question per applicant.
7. Once the presentations and questions are complete, the applicant will be permitted to remain in the electronic meeting with their microphone muted and their camera turned off. The Clerk shall have the authority to remove an applicant from the Meeting if necessary.

Presiding Officer for the Nomination and Appointment Process:

8. Following the presentations and question period, the Mayor, as the Chair, will relinquish the Chair to the City Clerk who shall preside over the Meeting until the appointment process has been completed.

Call for Nominations:

9. Under Matters for Consideration, the Clerk shall call for nominations for the Office of City Councillor, Ward 2, to be opened and will request a mover and seconder for the following motion:

“That the nominations for the Office of City Councillor, Ward 2, be opened.”

10. The following procedures will apply to this portion of the Meeting:
 - (a) Each nomination must be moved and seconded. If a nomination is not seconded, it will not move forward and the applicant's name will not be included on the final list of candidates who may be voted on.
 - (b) A Member of Council may make more than one nomination.

- (c) When all nominations are complete, the Clerk will call for any other nominations and when no others are made, the Clerk will advise that nominations are closed and will ask for a motion, duly moved and seconded, that nominations be closed. The motion will read as follows:

“That the nominations for the Office of City Councillor, Ward 2, be closed.”

11. Should there only be one nomination, a vote will be taken on the nominee and they must achieve a majority vote of Council to be appointed.

Process for Voting on Multiple Nominees:

12. If there is more than one nomination, the Clerk will proceed to take a vote on the nominees in accordance with the following:

- (a) The vote shall be a recorded vote of all Members present, the order of which will be decided by random draw by the Clerk. When a Member of Council is called upon, they will state the name of the nominee in which they are voting for. All Members of Council must vote for one nominee and no Member may abstain from voting.
- (b) In order to be appointed, a nominee must receive a majority of the votes of Council.
- (c) If there are only 2 nominees:
- i. the nominee who receives the majority required to be appointed, shall be declared appointed and a motion, duly moved and seconded will be required by Council as follows:
“That _____ be appointed to the Office of City Councillor, Ward 2, for the remainder of the 2018-2022 Term of Council ending on November 14, 2022.”
 - ii. If there is an equal number of votes for the 2 nominees, a 10 minute recess shall be held followed by a second vote. If on the second vote there is still an equal number of votes, the Clerk shall conduct a draw by lot of the nominees and the nominee who is drawn, shall be declared appointed and a motion, duly moved and seconded will be required by Council as follows:
“That _____ be appointed to the Office of City Councillor, Ward 2, for the remainder of the 2018-2022 Term of Council ending on November 14, 2022.”
- (d) If there are more than 2 nominees:
- i. The first nominee who receives the majority required to be appointed, shall be declared and appointed;

- ii. If no nominee receives the majority required to be appointed, the name of the nominee receiving the least number of votes shall be dropped and Council shall proceed with the next vote on the remaining nominees. Nominees receiving zero votes shall also be removed from the remaining list of nominees;
- iii. If 2 or more nominees are tied with the least number of votes, the Clerk shall conduct a lot of the tied nominees until there is one not drawn, and the nominee who is not drawn, shall be dropped off the list and Council shall proceed with the next vote;
- iv. Voting shall continue until either a nominee receives the majority required to be appointed or it becomes apparent by reason of an equal number of votes that no nominee can be appointed, in which event the Clerk shall conduct a draw by lot, of the tied nominees and the nominee not drawn shall be removed from the list of nominees. Voting will continue on the remaining nominees until a nominee receives the majority vote required to be appointed.
- v. After each round of voting, the Clerk's designate shall display the remaining list of nominees in alphabetical order, based on the applicant's last name, for viewing by Members of Council and the public until a nominee receives the required votes to be appointed.

By-law to Appoint City Councillor, Ward 2:

13. The Clerk will ask for a mover and seconder to adopt a By-law appointing the successful candidate who has been appointed in accordance with these Procedures.

Oath of Office:

14. The Clerk shall administer the Oath of Office to the newly appointed Member of Council.
15. The newly appointed Member of Council will be permitted 5 minutes to address Council and the public to provide their remarks on being appointed to the seat.

Return of the Chair to the Mayor:

16. The Clerk shall relinquish the Chair back to the Mayor at this point in the meeting so that the remaining agenda items can be completed.
17. Where a situation occurs that is not otherwise accounted for in these procedures, the City Clerk shall recommend an alternate process to Council.

Examples and Explanation of Voting Process/Results:

The following tables provide an explanation and examples of how the results would be interpreted as a result of the recorded votes called by the Clerk as outlined in these Procedures.

Should all 6 Members of Council be present, 4 votes would constitute a majority.

Example 1:

In this scenario, 2 candidates were nominated and Candidate A would be declared to have the majority vote required to fill the vacant seat.

	Candidate A	Candidate B
Councillor A	X	
Councillor B		X
Councillor C	X	
Councillor D		X
Councillor E	X	
Councillor F	X	

Example 2:

In this scenario, 2 candidates were nominated and there is an equal amount of votes. In accordance with Section 12 (c) ii, a 10 minute recess would be held and a subsequent vote taken. If the results were the same, the Clerk would conduct a draw as per Section 12 (c) ii, and the nominee who is drawn would be declared the successful candidate.

	Candidate A	Candidate B
Councillor A		X
Councillor B		X
Councillor C	X	
Councillor D		X
Councillor E	X	
Councillor F	X	

Example 3:

In this scenario, 3 candidates were nominated and Candidate C would be eliminated as they received only 1 vote. Further voting would take place for the remaining 2 candidates (Candidates A and B) as neither received the majority vote required.

	Candidate A	Candidate B	Candidate C
Councillor A			X
Councillor B		X	
Councillor C	X		
Councillor D		X	
Councillor E	X		
Councillor F		X	

Example 4:

In this scenario, 4 candidates were nominated and the Clerk would conduct a draw with the nominees with the least votes (Candidates C & D) as per Section 12 (d) iii of these Procedures, and the nominee who is not drawn would be eliminated and the next vote would occur for the remaining 3 candidates.

	Candidate A	Candidate B	Candidate C	Candidate D
Councillor A			X	
Councillor B				X
Councillor C	X			
Councillor D		X		
Councillor E	X			
Councillor F		X		