

**Council Vacancy Replacement Procedure**

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| <b>Department:</b> | Council   | <b>Policy Number:</b>  | C07-0200-19   |
| <b>Section:</b>    | Council   | <b>Effective Date:</b> | December 2019 |
| <b>Subject:</b>    | Council Vacancy Replacement                           | <b>Revised Date:</b>   |               |
| <b>Authority:</b>  | <i>Municipal Elections Act, 1996, By-Law 2019-XXX</i> |                        |               |

**1. Purpose**

The purpose of this policy is to provide a procedure to be followed when filling a Council vacancy by appointment.

**2. Notice of Vacancy**

2.1 The Clerk shall post a Council Vacancy Notice on the Municipal website and in a local newspaper for two (2) consecutive weeks. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.

2.2 A vote to fill a vacancy on Council by appointment shall occur at an open Special Council Meeting.

**3. Nomination**

3.1 Any individual wishing to be considered for appointment to the vacancy shall:

- a. Complete and sign a Council Vacancy Application Form and a Council Vacancy Declaration of Qualification and submit the forms in person at the Brockton Municipal Office during the Nomination/Application period as determined by the Clerk.
  - i. Applications must be on the Council Vacancy Application Form and accompanied by a Declaration of Qualification.
  - ii. All candidates must provide the Clerk with government issued identification and proof of eligibility within the municipality when filing a nomination.
  - iii. The surname on the application and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Tony for Anthony), subject to approval of the Clerk.
  - iv. Applications will be reviewed for completeness when filed and will be certified on or before the date to be set by the Clerk.
  - v. An unofficial list of persons who have submitted application forms will be prepared and updated as soon as practical after receipt of the required forms. The list will be posted on the Municipality of Brockton's website [www.Brockton.ca](http://www.Brockton.ca)

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- vi. An official list of nominated persons shall be posted in the same manner as specified in Section 3(v) once nomination forms have been certified and the nomination period has expired.
  - vii. A candidate may withdraw their nomination by filing a written withdrawal on the prescribed form in the Clerk's Office before a date set by the Clerk. The candidate shall appear in person with identification in order to withdraw the nomination.
- b. Candidate(s) shall also submit to the Clerk by the closing time for nominations, a personal statement including a person's background information, relevant qualifications and why the person is interested in the position for consideration of Council. Personal statements will be typewritten on letter size (8 ½" x 11") paper, shall not exceed two (2) pages in length (one-sided), and will include the Candidate(s) name and address.

Statements that do not meet these requirements shall not be included in any Council meeting agenda, or provided to Council by the Clerk.

**Please Note:** All Candidate(s) application forms and personal statements/information are collected under the authority of the *Municipal Elections Act, 1996*, and will be included in the Council Agenda, as well as being made available for public inspection in the office of the Clerk until the next regular election. The entire Council proceedings relating to the Council Vacancy will be dealt with in open session of Council. A "Freedom of Information (FOI) Release" form is required to be filled out by Candidate(s).

#### 4. Special Council Meeting

4.1 At the scheduled Special Council meeting, the following shall take place:

- a. The Mayor will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
- b. The Clerk will provide to the Mayor a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Mayor will call for a motion from Council in the following form:  
  
"That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."
- c. Council shall review the list of candidates and their statements of qualifications.
- d. 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 shall be determined by lot. The names drawn shall address Council in the order they are drawn from the container.
- e. Once each candidate has completed speaking, each Council member may ask a maximum of two (2) question per candidate. No scoring system shall be used in considering the answers to the questions. It is not necessary for any candidate to participate in answering any or all of the questions.
- f. Upon reviewing the candidates and statements of qualification, Council will proceed to

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vote as follows:

- i. Council will vote by way of public vote. Members of Council shall first mark their vote on a ballot, read their vote (verbally cast their vote) and then pass their ballot to the Clerk.
- ii. Candidate names shall be displayed on the projection screens in alphabetical order, in the Council Chambers by the Clerk.
- iii. Members of Council shall vote for one candidate only.
- iv. The Clerk shall call upon the members of Council to verbally cast their vote in random order drawn by lot<sup>1</sup>.
- v. The Clerk shall tabulate the results.
- vi. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the candidate or candidates who received the fewest number of votes shall be excluded from further consideration. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the candidate or candidates who receive the fewest number of votes. This process shall be repeated until the nominee receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council;
- vii. Where the votes cast are equal for all the candidates and if:
  1. There are three or more candidates remaining, the Clerk shall by lot select one such nominee to be excluded from the subsequent voting;
  2. Only two candidates remain, the tie shall be broken by electing a candidate by lot, as conducted by the Clerk.
- g. Upon conclusion of the voting, the Clerk will note the candidate receiving the votes of more than one-half of the number of the voting members of Council or the candidate selected through section (f)(vii)(2).
- h. A by-law confirming the appointment of the successful candidate shall be enacted by Council immediately after the conclusion of the voting, and the new member shall take their Oath of Office immediately after the passing of the appointment by-law.

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<sup>1</sup> For the purposes of this procedure, lot shall mean a method of determination by placing the names of the nominees on equal size pieces of paper and placed in a container with one name at a time being drawn by the Clerk or designate.