

# Methods to Fill Vacancy for Office of Councillor, Ward 10

Finance and Corporate Services Committee

January 8, 2024

# Background and Legislation

- Council declared a vacancy for Office of Councillor, Ward 10 on **December 14, 2023**.
- The Municipal Act, 2001 (Act) and Municipal Elections Act (MEA) require Council within **60 days** of declaring a vacancy to determine which method they will select to fill the vacancy.
- The Act requires Council to select one of two options to fill the vacancy:
  - By appointment; or
  - By calling for a By-election

# Options to Fill Vacancy – Appointment

- If Council wishes to fill the vacancy by an Appointment process, Council shall select the method to ensure the process is completed within 60 days of declaring the vacancy. Council is required to consider one the following three appointment methods:

## **Option 1A**

Appointment of a  
Ward 10 Candidate  
from the 2022  
Municipal Election

## **Option 1B**

Appointment  
through an  
established formal  
selection process

## **Option 1C**

Appointment  
without a formal  
selection  
process

# Options to Fill Vacancy – Option 1A – Appointment of 2022 Municipal Election Candidate

- **Requirements**

- Written declaration of qualifications and consent to office (part of Appendix B)
- Appointment By-law (Appendix C) with candidate name populated considered at a public meeting

- **Timing**

- Candidate sworn into office by the end of January 2024

- **Costs**

- None

# Options to Fill Vacancy – Option 1B – Call for Applications

- **Requirements**

- Application Form and Adoption of the Appointment Procedures for Filling a Council Vacancy (Appendix B) approved
- Written declaration of qualifications confirmed (part of Appendix B)

- **Timing**

- Application period **January 9 to 25, 2024**
- Applications considered by Council **January 29, 2024** at a public meeting
- Candidate sworn into office by the end of February 2024

- **Costs**

- Approximately \$2,500 for advertising

# Options to Fill Vacancy – Option 1C – Direct Appointment

- **Requirements**

- Written declaration of qualifications confirmed (part of Appendix B)
- Appointment By-law (Appendix C) with candidate name populated considered at a public meeting

- **Timing**

- Candidate sworn into office by the end of January 2024

- **Costs**

- None

# Options to Fill Vacancy – Option 2 – Ward By-election

- **Requirements**

- Adoption of by-election by-law (Appendix D) and implementation of Municipal Elections Act
- Amendments to the 2024 Committee and Council Meeting Schedule

- **Timing**

- **January 15 to February 23, 2024** Nomination Period
- **April 4-6, 2024** Advance Voting Day
- **April 8, 2024** Voting Day
- **April 10, 2024** Official Results
- Candidate sworn into office by the end of April 2024

- **Costs**

- Approximately \$77,000 to \$100,000

# Next Steps

- Council is required to determine which Option they wish to proceed with to fill the vacancy of Office of Ward 10, Councillor.
- Following direction from Council, staff will proceed with the planning for the option selected.