



# Methods to Fill Vacancy For Office of Councillor, Ward 1

August 29<sup>th</sup>, 2023



# Background & Legislation

Council declared a vacancy for Office of Councillor, Ward 1 on August 15, 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 –

## Option 1 Pass a By-law to Hold a By-Election

### Option 1 - By-Election Process

If Council wishes to hold a by-election, a by-law is required to be passed within 60 days of declaring the vacancy to move forward with one of the four method options below (or a combination of the options presented):

#### **Option 1A**

By-Election By use  
of Internet Only

#### **Option 1B**

By-Election by use  
Of Paper Tabulator  
And Tabulator

#### **Option 1C**

By-Election by  
Internet Voting and  
Paper Ballot with  
Tabulator

#### **Option 1D**

By-Election By Paper  
Ballot and Manual  
Count

# Proposed Timeline for Option 1 – By-Election

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**August 15, 2023** – Declaration of Vacancy, Office of Councillor Ward 1

**August 29, 2023** – Council considers methods to fill vacancy

**September 5, 2023** – Nomination Period Begins

**September 29, 2023** – Nomination Day (2 pm)

**November 1-13, 2023** – At Home Voting Program

**November 1, 2023** – Advance Voting Day

**November 4, 2023** – Advance Voting Day

**November 13, 2023** – Voting Day (4 Locations)

**November 14, 2023** – Official Results

**November 28, 2023** – New Ward 1 Elected Official Sworn in At Council Meeting



# Options to Fill Vacancy

## Option 2 – Appointment Process

### Appointment Option 2

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 2A**

Appointment of a  
Ward 1 Candidate  
from the 2022  
Municipal Election

#### **Option 2B**

Appointment of an  
Eligible Elector  
without a Formal  
Selection Process

#### **Option 2C**

Appointment of an  
Eligible Elector  
through an  
established formal  
selection process

# Proposed Timeline for Option 2 – Appointment Process

**Option 2A:** Candidate sworn into office by the end of **September 2023**

**Option 2B:** Candidate sworn into office by the end of **September 2023**

**Option 2C:** October Council meeting -Candidate sworn in **October 2023**

# Next Steps

- Council is required to determine which Option they wish to proceed with to fill the vacancy of Office of Ward 1, Councillor.
- Following direction from Council, staff will proceed with the planning for either option selected.

# Questions?



## Thank you

## Questions?

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