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Date: August 30, 2017
To: Mayor and Council
Author: Jennifer Astrologo, Director of Corporate Services/Clerk
RE: Council Vacancy Policy and Option Selection
Report No.: CS-2017-017

AIM

The purpose of this report is to obtain Council's approval of the Council Vacancy Policy and for Council to provide direction as to method to be used to fill the vacancy.

BACKGROUND

At the August 28, 2017 Regular Meeting of Council, Council declared the office of a member of council vacant. At the same time Council was asked to consider the various options that are available to fill said vacancy with a decision to be made at the next Regular Meeting.

DISCUSSION

A Council Vacancy Policy (the "Policy") has been developed based on best practices identified by other municipalities and with the principles of transparency and accountability in mind. The Policy, attached as Schedule "A", outlines the circumstances in which a vacancy must be filled, the eligibility requirements of individuals wishing to hold office, the options available to Council to fill a vacancy, and the specific procedure applicable to each option.

Attached to the Policy are standardized documents associated with the "Appointment" options available to fill the vacancy. These documents will assist Corporate Services with the smooth administration of the "Appointment" option and to ensure the requisite information is: a) communicated to the public about the vacancy, and b) collected from potential candidates wishing to fill the vacant seat.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with the adoption of the Policy.

Financial considerations associated with the method Council selects to fill the vacancy were outlined in the Council Vacancy Report (Report No. CS-2017-016) estimated at the previous meeting of Council and briefly outlined below:

Appointment – Previous Election Candidate	nominal
Appointment – Call for Applications	\$1,500
By-election	\$55,000

CONSULTATIONS

None

RECOMMENDATION

That Council approve the Council Vacancy Policy (CS-017) and provide direction on which method is to be used to fill the vacancy left by Councillor McIntyre's resignation.

Jennifer Astrologo

Jennifer Astrologo, B.H.K. (hons), LL.B.
Director of Corporate Services

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer