

## **Appendix 2**

### **Appointment Process – City Councillors to Serve on Regional Council and a City Councillor to serve as an Alternate Member**

#### **Excerpt from Procedure By-law 160-2004, as amended (Section 19)**

19. PROCESS TO APPOINT ADDITIONAL REGIONAL COUNCILLOR PURSUANT TO BY-LAW 320-2005 (By-law 194-2006)

##### General Rules

- All members present shall be permitted to vote.
- A member who abstains from voting in any round shall not be permitted to vote in any subsequent rounds.
- Candidates do not need to be present to stand for appointment.
- Candidates may withdraw from standing for appointment after any vote.

##### Procedures

1. The City Clerk shall call for declaration by interested City Councillors of their decision to stand for appointment as Regional Councillor. This declaration may be made in advance of the Council meeting.
2. The City Clerk shall announce the names of the candidates standing for appointment.
3. Candidates shall be given five (5) minutes each to speak prior to the first round of voting taking place. The order of speakers shall be determined by the City Clerk drawn by lot.
4. The City Clerk shall call each candidate alphabetically according to the candidates' surnames. Voting members shall rise to indicate their vote for each candidate.
5. Each member of Council may vote for up to one fewer than the number of candidates per round. In other words, if the first round holds five candidates, each member may vote any number of candidates to a maximum of four.
6. The City Clerk shall record the votes and announce the results verbally at the end of each round of voting.
7. Rounds of voting shall be conducted as follows.
  - (a) At the end of each round, the candidate receiving the fewest number of votes will be dropped from the ballot.
  - (b) If there is a tie for fewest number of votes cast, the City Clerk shall draw by lot the name of the candidate to be excluded from subsequent rounds of voting.
  - (c) For each subsequent round, the maximum number of votes per member is one fewer than the number of candidates still standing.
  - (d) At end of any round, the City Clerk shall announce the opportunity for any candidate to withdraw from the ballot.
8. If, at the end of any round of voting, a candidate receives the majority of votes cast on that round, that candidate shall be declared the successful candidate and a by-law shall be prepared and submitted to Council for enactment to formally appoint the successful candidate.
9. If the final round of voting ends in a tie, the City Clerk shall draw the unsuccessful candidate's name by lot.
10. The record of votes shall remain part of the public record.

**Excerpt from Procedure By-law 160-2004, as amended (Section 2.16)**

**2.16 Process to Appoint and Regulate an Alternate Council Member for a Regional Councillor (By-law 264-2017)**

- (1) Council may, during its term, appoint one (1) City Councillor to serve as an Alternate Council Member ("alternate member") for the absence of a Brampton Regional Councillor at a meeting of the Regional Council for any reason, in accordance with Section 268 of the Municipal Act, 2001
- (2) The provisions of Section 19 of the procedure by-law apply, with necessary modifications identified by the Clerk, to appoint an alternate member for a Regional Councillor. Only one (1) alternate member may be appointed at any one time for the term of Council. Should the seat of the alternate member become vacant, then Council may appoint another City Councillor to act as the alternate member.
- (3) The alternate member shall only be used for an absence of a Regional Councillor from a Region of Peel Council meeting.
- (4) If more than one Regional Councillor is absent, the alternate member may only substitute for one of the absent Regional Councillors.
- (5) The alternate member only applies to short-term substitutions when a Regional Councillor is absent from a Region of Peel Council meeting for any reason (planned or unforeseen). Section 267 of the Municipal Act, 2001, may also apply and may be considered for longer-term absences.
- (6) A Regional Councillor shall simultaneously notify (in writing) the City Clerk, Regional Clerk, alternate member and Regional Chair of the absence as soon as possible before the scheduled commencement of a Region of Peel Council meeting.
- (7) Only one designation of an alternate member replacement can occur for each Regional Council meeting.
- (8) The City Clerk shall notify (in writing) all Brampton Regional Councillors of the designation of the alternate member for the Regional Council meeting.
- (9) If the Regional Councillor, who was to be absent, and after notification has been provided in writing:
  - (a) attends the Regional Council meeting before the start of the meeting, the alternate member shall immediately withdraw from the meeting and the Regional Councillor shall assume his or her seat at the Regional Council meeting, or
  - (b) attends the Regional Council meeting after the start of the meeting, will be subject to the rules of the Region of Peel Council in regard to the formal representation status of the Regional Councillor and alternate member at that meeting.
- (10) The alternate member, while serving on Regional Council, will not receive additional remuneration from the City of Brampton, and will be subject to all the applicable Region of Peel policies and procedures at the discretion of the Regional Clerk.