

**APPENDIX “B”**Process for Appointment of Deputy Mayor Selected by the Municipal Council

1. All Ward Councillors eligible to let their name stand to serve as the Deputy Mayor selected by the Municipal Council shall be given the opportunity to declare their interest in ward order.
2. The City Clerk, or designate, will list the name of each Ward Councillor who has declared their interest in letting their name stand for consideration to serve as the Deputy Mayor selected by the Municipal Council, in alphabetical order on a ballot.
3. The ballot will then be distributed to each member of the Committee considering the appointment.
4. The Committee members will then mark their ballot by ranking all the candidates for Deputy Mayor, in order of preference, with 1 being their first choice, 2 being their second choice, and so on for all the candidates on the ballot.
5. The City Clerk, or designate, will display the full ballot and the rankings made by the Members.
6. If a Ward Councillor on the ballot receives a majority (more than 50%) of first choice rankings, the Chair shall immediately call for a motion to appoint that Member as the Deputy Mayor selected by the Municipal Council.
7. If no Ward Councillor on the ballot receives more than 50% of the first choice rankings, then the sum of all rankings for each candidate will be determined and the candidate with the highest sum will be eliminated and the rankings for the remaining candidates will be adjusted.
8. If a tie occurs at the highest numerical sum, the candidate with the most top rankings will remain on the ballot for Deputy Mayor.
9. If a tie occurs with respect to the number 1 rankings, then the same process outlined in 8 above, will be applied using the number 2 rankings, with the candidate with the most number 2 rankings will be determined to be elected as Deputy Mayor and the Chair shall immediately call for a motion to appoint that Member as the Deputy Mayor selected by the Municipal Council.
10. In the event that a tie occurs after reviewing all rankings, the City Clerk, or designate, shall prepare the names of the remaining candidates to be drawn by the Chair. The City Clerk, or designate, shall announce the name drawn and the Chair shall immediately call for a motion to appoint the successful candidate as the Deputy Mayor.

**APPENDIX "D"****A. Process for Appointment of Council Members to Standing Committees of Council**

1. The Chair shall open the debate and discussion on the list of Standing Committee preferences included on the agenda of the Strategic Priorities and Policy Committee by the City Clerk.
2. Every effort shall be made to achieve consensus amongst the Council Members on appointments to the Standing Committees, with each Council Member to serve on a minimum of two Standing Committees. The City Clerk shall assist in the process by displaying a list of potential appointees to each Standing Committee, and by amending that list as consensus is achieved.
3. In the event consensus is achieved, the Chair shall immediately call for a motion to appoint the Council Members for the Standing Committee(s) for which consensus was reached.
4. In the event consensus is not reached, all potential appointees' names for whom consensus has not been reached shall be listed in alphabetical order on a separate ballot for each Standing Committee.
5. The ballot will then be distributed to each member of the Committee considering the appointment.
6. The Committee members will then mark their ballot by ranking all the candidates for appointment to the Standing Committee, in order of preference, with 1 being their first choice, 2 being their second choice, and so on for all the candidates on the ballot.
7. The City Clerk, or designate, will display the full ballot and the rankings made by the Members.
8. The sum of all rankings for each candidate will be determined and the candidates with the lowest numerical sum will be determined to be appointed to the four (4) or five (5) positions, whatever the case may be, of the Standing Committee and the Chair shall immediately call for a motion to appoint those candidates as members of the Standing Committee.
9. If a tie occurs at the lowest numerical sum, the lowest tied candidate with the most number 1 rankings will be determined to be appointed to the Standing Committee and the Chair shall immediately call for a motion to appoint that Member to the Standing Committee.
10. If a tie occurs with respect to the number 1 rankings, then the same process outlined in 9 above, will be applied using the number 2 rankings, with the candidate with the most number 2 rankings will be determined to be appointed as a Member of the Standing Committee and the Chair shall immediately call for a motion to appoint that Member to the Standing Committee.
11. The process will continue based on the rankings until such time as all appointments have been made to the Standing Committee.
12. In the event that a tie occurs for one or any of the positions, after reviewing all rankings, the City Clerk, or designate, shall prepare the names of the remaining candidates to be drawn by the Chair. The City Clerk, or designate, shall announce the name(s) drawn and the Chair shall immediately call for a motion to appoint the successful candidate(s) as a Member of the Standing Committee.

- B. Process for Appointment of Council Members as Chair to Standing Committees of Council
1. In accordance with the Council Procedure By-law, the Mayor shall serve as Chair of the Strategic Priorities and Policy Committee and the Deputy Mayor appointed by the Municipal Council shall serve as Chair of the Corporate Services Committee.
  2. With the exception of those Standing Committees noted in 1, above, the City Clerk shall compile a list of Council Members who have been appointed to a Standing Committee and have indicated an interest in serving as Chair of that Standing Committee.
  3. The Chair of the Strategic Priorities and Policy Committee shall open the debate and discussion on the lists of those Council Members who have been appointed to a Standing Committee and are eligible and have indicated their interest in serving as Chair of that Standing Committee.
  4. Every effort shall be made to achieve consensus amongst the Council Members on the appointment of Chairs for the Standing Committees. The City Clerk shall assist in the process by displaying a list of potential appointees as Chair of each Standing Committee, and by amending that list as consensus is achieved.
  5. In the event consensus is achieved, the Chair shall immediately call for a motion to appoint the Council Member(s) as Chair of the Standing Committee(s) for which consensus was reached.
  6. In the event consensus is not reached, all potential appointees' names for whom consensus has not been reached shall be listed in alphabetical order on a separate ballot for each Standing Committee.
  7. The ballot will then be distributed to each member of the Committee considering the appointment.
  8. The Committee members will then mark their ballot by ranking all the candidates for appointment to Chair, in order of preference, with 1 being their first choice, 2 being their second choice, and so on for all of candidates on the ballot.
  9. The City Clerk, or designate, will display the full ballot and the rankings made by the Members.
  10. If an appointed member on the ballot has received a majority (more than 50%) of first choice rankings, the Chair shall immediately call for a motion to appoint that member as Chair of the Standing Committee.
  11. If no Ward Councillor on the ballot receives more than 50% of the first choice rankings, then the sum of all rankings for each candidate will be determined and the candidate with the highest sum will be eliminated and the rankings for the remaining candidates will be adjusted.
  12. If a tie occurs at the highest numerical sum, the candidate with the most top rankings will remain on the ballot for Chair.
  13. If a tie occurs with respect to the number 1 rankings, then the same process outlined in 8 above, will be applied using the number 2 rankings, with the candidate with the most number 2 rankings will be determined to be elected as Standing Committee Chair and the Chair shall immediately call for a motion to appoint that Member as the Chair of the Standing Committee.
  10. In the event that a tie occurs after reviewing all rankings, the City Clerk, or designate, shall prepare the names of the remaining candidates to be drawn by the Chair. The City Clerk, or designate, shall announce the name drawn and the Chair shall immediately call for a motion to appoint the successful candidate as the Chair of the Standing Committee.

- C. Process for Appointment of Council Members to the Audit Committee and Various Civic Boards and Commissions
1. The Chair shall open the debate and discussion on the list of Audit Committee and various civic boards and commissions preferences included on the agenda of the Strategic Priorities and Policy Committee by the City Clerk.
  2. Every effort shall be made to achieve consensus amongst the Council Members on appointments to the Audit Committee and various civic boards and commissions. The City Clerk shall assist in the process by displaying a list of potential appointees to each Audit Committee and various civic boards and commissions, and by amending that list as consensus is achieved.
  3. In the event consensus is achieved, the Chair shall immediately call for a motion to appoint the Council Members for the Audit Committee and various civic boards and commissions for which consensus was reached.
  4. In the event consensus is not reached, all potential appointees' names for whom consensus has not been reached shall be listed in alphabetical order on a separate ballot for each of the Audit Committee and various civic boards and commissions.
  5. The ballot will then be distributed to each member of the Committee considering the appointment.
  6. The Committee members will then mark their ballot by ranking all the candidates for appointment to the Audit Committee and various civic boards and commissions, in order of preference, with 1 being their first choice 2 being their second choice, and so on for all the candidates on the ballot.
  7. The City Clerk, or designate, will display the full ballot and the rankings made by the Members.
  8. The sum of all rankings for each candidate will be determined and the candidates with the lowest numerical numbers will be determined to be the appointed to the positions of the Audit Committee and various civic boards and commissions and the Chair shall immediately call for a motion to appoint those candidates as members of the Audit Committee and various civic boards and commissions.
  9. If a tie occurs at the lowest numerical sums, the lowest tied candidate with the most number 1 rankings will be determined to be appointed to the Audit Committee and various civic boards and commissions and the Chair shall immediately call for a motion to appoint those candidates as members of the Audit Committee and various civic boards and commissions.
  10. If a tie occurs with respect to the number 1 rankings, then the same process outlined in 9 above, will be applied using the number 2 rankings, with the candidate with the most number 2 rankings will be determined to be appointed as a member of the Audit Committee and various civic boards and commissions and the Chair shall immediately call for a motion to appoint that member to the Audit Committee and various boards and commissions.
  11. The process will continue based on the rankings until such time as all appointments have been made to the Audit Committee and various civic boards and commissions.
  12. In the event that a tie occurs for one or any of the positions, after reviewing all rankings, the City Clerk, or designate, shall prepare the names of the remaining candidates to be drawn by the Chair. The City Clerk, or designate, shall announce the name(s) drawn and the Chair shall immediately call for a motion to appoint the successful candidate(s) as a member of the Audit Committee and various boards and commissions.