

Document 4 – Appointment Process

1. The City Clerk shall provide public notice of the vacancy and advertise Council's intention to appoint a person to fill the vacancy. The notice will invite interested and qualified individuals to seek appointment for the Ward 20 (Osgoode) Office and outline the process for filing an application. The advertisement of the vacancy would be placed in newspapers the week prior to the opening of the application period and during the week of the application period. It will also be advertised on the City of Ottawa website and social media accounts during the application period;
2. The City Clerk will establish a five-day application period for applicants to file their applications at the Elections Office. Applicants will be required to schedule an appointment, by calling the Elections Office or emailing elections@ottawa.ca, to submit their forms in person. The City Clerk will advise Council and the public of the dates established for the application period by way of a Council report or memorandum and public advertisements;
3. Applicants will be required to complete a Consent of Nominee form, a Declaration of Qualification, and provide personal identification as proof of their name and qualifying address within the City of Ottawa;
4. The City Clerk will examine each application that has been filed to ensure it meets the requirements of the *Municipal Elections Act, 1996* (MEA), and, if satisfied, certify the application. At the end of the application period the City Clerk will issue a memorandum to Council with a list of the certified applicants. The list of certified applicants will also be available in a report to Council, for publication on the agenda of a Special Council meeting and on ottawa.ca/vote, which will occur no more than 30 days after the five-day application period has ended; and,
5. At the Special Council meeting, the following shall occur:
 - a. Each applicant will be provided the opportunity to address Council for a period of not more than five minutes;
 - b. The order in which applicants address Members of Council will be determined by "lot". The City Clerk shall place the names of all applicants in a container and randomly draw the names;
 - c. Members of Council will be permitted to ask one question of each applicant;

- d. Upon hearing from each of the applicants, Council shall proceed to vote on the appointment by way of public vote, in accordance with the City's [Procedure By-law](#);

In further detail, voting will proceed as follows:

- An open vote will be held, and each Member of Council, when called upon by the City Clerk or designate, will state the name of the candidate that they are voting for.
- Following the vote, the City Clerk or designate will announce the number of votes for each candidate.
- The candidate receiving the greatest number of votes and those votes being more than one-half of all of the Members present, is the successful candidate.
- Where a candidate for appointment receiving the greatest number of votes cast does not receive more than one-half of the votes of all of the Members on the first vote, the person receiving the fewest number of votes and those who received no votes are removed from any further voting and the vote is taken again.
- The open vote is repeated until such time as a candidate receives a majority of votes of the Members present.
 - In the event of a three-way tie in the vote, a “lot” shall be conducted to exclude one candidate from subsequent voting. The method of determining the candidate to be excluded will be as follows:
 - the names of the candidates will be written on equal size pieces of paper and placed in a box or other container so that the contents are not visible.
 - one name will be drawn, by a person chosen by the City Clerk, to be excluded from further voting.
 - The vote is taken again on the two remaining candidates.
 - In the event of a two-way tie in the vote, the successful candidate is chosen by “lot”. The method of determining the candidate to be chosen to fill the vacancy will be as follows:

- the names of the candidates will be written on equal size pieces of paper and placed in a box or other container so that the contents are not visible.
 - one name will be drawn, by a person chosen by the City Clerk, to fill the vacancy.
- The successful candidate is appointed as the new Member for the vacant seat on Council.
 - Upon conclusion of the voting, Council shall enact a by-law confirming the appointment of the successful applicant to the Office for the remainder of the 2022-2026 Term of Council.
 - The successful candidate is sworn into office by the City Clerk.