

**STAFF REPORT: Administration**



**REPORT TO: Council**  
**MEETING DATE: November 22, 2010**  
**REPORT NO.: A.10.07**  
**SUBJECT: Committee Appointment Process**  
**PREPARED BY: Corrina Giles, Town Clerk**

### **A. Recommendations**

THAT Council receive Staff Report A.10.07, Committee Appointment Process and approve the Recommendations contained therein, being:

1. THAT Appointments to The Blue Mountains Police Services Board (1), The Blue Mountains Committee of Adjustment (3), Housing Committee (8), The Blue Mountains Public Library Board (7), Craigleith Heritage Depot Museum Advisory Committee (4) and Agricultural Advisory Committee (9) shall be made at the Council Meeting on December 13, 2010.
2. THAT Council shall hold a Special Meeting of Council at 6:00 p.m on Monday, December 13, 2010 in the Boardroom of the L.E. Shore Memorial Library and shall move into Closed Session to review applications for Committee and Board Appointments.
3. THAT Council shall, at its Council Meeting at 7:00 p.m. on December 13, 2010, make appointments by election by secret ballot for each Committee and Board with subsequent rounds of balloting as required.

### **B. Background**

The deadline for Town Committee and Board appointment applications is Friday, November 26, 2010 at 1:00 pm. Following, applications will be collated in alphabetical order and by Committee for distribution to Council together with the December 13, 2010 Council package.

At 6:00 pm on December 13, 2010, Council will hold a Special Meeting of Council in the Boardroom of the L.E. Shore Memorial Library, and will meet in closed session to review applications by Committee. The *Municipal Act, 2001* enables Council to move into closed session to discuss personal information about identifiable individuals. This session will allow Council to familiarize themselves with applications for appointments.

At 7:00 pm, Council will hold the regularly scheduled Council Meeting and will address matters contained in the December 13, 2010 Special Meeting of Council, including Committee and Board appointments, utilizing election by secret ballot. Ballots will be pre-printed from applications received by Committee, and election will proceed with members of Council marking their selection and providing their ballot to the Clerk without revealing their choice(s).

Members of Council may select up to the full complement of appointments where greater than one is to be appointed and the Clerk shall tabulate the votes by candidate after the first ballot is cast.

Election Process:

A. Where in the First Ballot the required Committee or Board complement receives more votes than those remaining, the Committee is elected, i.e. the 3 or 5 highest totals.

B. Where a lesser complement than is required receives more votes and the number remaining are tied at a number that would exceed the full complement, those receiving more votes are elected to the Committee and a second ballot is taken from among those tied with any lesser totals eliminated from the second ballot.

In the case of the Committee of Adjustment, a By-law enabled by the *Planning Act* must be enacted.

### **C. Budget Impact**

None

### **D. Attached**

1. Sample Ballot format

Respectfully submitted,

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Corrina Giles, Town Clerk

For more information, please contact:

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TOWN OF THE BLUE MOUNTAINS COUNCIL

Craigleith Heritage Depot Museum Advisory Committee  
(4 to be elected)

Appointment Ballot

You may vote for up to 4

December 13, 2010

Name

Name

Name

Name

Name

Name

Name

Name