

## **Policy Statement**

1. The City recognizes that a policy on Council seat selection and Council board and committee selection provides clarity of process and equal opportunity.

## **Purpose**

2. The purpose of this policy is to detail a random number draw process. The process will be used to determine Council's seating arrangement and Council's board and committee selection order.

## **Scope**

3. This policy applies to all members of Council.

## **Definitions**

4. For the purposes of this policy,
  - "Board" means a board as identified in the City's Board and Committee By-law;
  - "City" means the City of Owen Sound, and a reference to the City is a reference to the geographical area or The Corporation of the City of Owen Sound as the context requires;
  - "City Clerk" means the Clerk for the City;
  - "Committee" means a committee as identified in the City's Board and Committee By-law;
  - "Council" means the Council for the City; and
  - "Councillor" means a member of Council for the City.

## **Policy**

### **Seat Selection Process**

5. Council will select their seats on the Council dais annually as follows:
  - a. Starting from west to east, Councillors will each draw one (1) number at random to determine their seat in Council Chambers, such that the number will correspond with seats numbered 1 to 3 and 6 to 9 from west to east as shown below:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Deputy Mayor</b>	<b>Mayor</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5	6	7	8	9

Public Gallery

6. Notwithstanding section 5 above, the Mayor will determine the Council seating arrangement for the first year after a regular election.
7. The Council seating arrangement will be effective February 1 of each year.

**Board and Committee Selection Process**

8. Council will select the boards and committees on which they wish to serve annually as follows:
  - a. Starting from west to east, Councillors (including the Deputy Mayor) will draw one (1) number at random to determine the board and committee selection order such that:
    - i. the Councillor who drew number 1 will make the first selection; and
    - ii. the Councillor who drew each number in sequence from 2 to 8 will make their selection, followed by 8 to 1, and so on, until all Council positions on boards and committees have been filled.
9. Where Council appointments for any board or committee will continue for the upcoming year, Councillors may take a pass for each continuing appointment at any time to encourage a similar number of appointments for all Councillors.
10. New Council board and committee terms will begin February 1 of each year.

**Policy Review**

11. The City Clerk will review this policy:
  - a. every five (5) years to ensure effectiveness and compliance with current business processes; or
  - b. sooner, if required, based on legislative changes or if directed by Council.
12. The City Clerk is authorized to make such administrative changes to this policy as appropriate to keep the policy current. Any revision to the policy’s intent must be presented to Council for consideration.

## Related Information and Resources

### Internal

13. [Board and Committee By-law](#)

### External

14. N/A

## Appendices

15. N/A

## Revision History

<b>Authority</b>	<b>Date</b>	<b>Approval</b>	<b>Description of Amendment</b>
Council	2012-12-03	Resolution No. R-121203-010	Original (CrS-C37)
Council	2016-01-25	By-law No. 2016-005	
Administration	2024-04-15	City Clerk	Formatted to new template including the addition of standard definitions.
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