

## **Policy Statement**

1. The City recognizes that a policy on City Council seat selection and City Council appointments to boards, committees and County Council provides clarity of process and equal opportunity.

## **Purpose**

2. The purpose of this policy is to detail the processes used to determine City Council's seating arrangement, City Council's board and committee selection order and the selection of the alternate member of County Council as permitted under section 268 of the *Municipal Act, 2001*.

## **Scope**

3. This policy applies to all members of City Council, save for the alternate member of County Council selection process, which does not apply to the Mayor or Deputy Mayor, who already sit on County 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 body of people formally elected to lead the City or the County;
  - "Councillor" means a member of Council for the City or the County; and
  - "County" means the County of Grey.

## 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:



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 January 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 January 1 of each year.

### Alternate Member of County Council Selection Process

11. Council will appoint a member at the beginning of each term to serve as an alternate member of County Council for the term of Council.
12. The alternate member of County Council acts in the place of the Mayor or Deputy Mayor when either is unable to attend a meeting of County Council for any reason.

13. The following procedure determines the selection of an alternate member of County Council:
  - a. The Mayor opens the floor for nominations.
  - b. Members state, "I nominate \_\_\_\_\_ for the position of alternate member of County Council." A seconder is not required for the nomination to stand.
  - c. The Mayor asks the nominee if they will accept the nomination.
  - d. The Mayor asks if there are any further nominations.
  - e. When there are no further nominations, the Mayor will declare the nominations closed.
  - f. Where there is only one nominee, that member is acclaimed to the position.
  - g. Where an election is required, members may only vote once. The Mayor will ask for a show of hands in favour of the first-nominated member. If there is a majority show of hands for the first nominee, that member is declared the alternate member of County Council.
  - h. Where there is not a majority, the Mayor will ask for a show of hands in favour of the second-nominated member and so forth until there is a majority.
  - i. Where all nominated members have been voted on, and there is no majority, the nominated member with the highest number of votes is declared the alternate member of County Council.
  - j. Where there is a tie for the highest number of votes, the Clerk will place the names of the tied nominees into a box, hat, or like container, and the Mayor will draw one name. The member whose name is drawn is declared the alternate member of County Council.
  - k. Where no members accept a nomination, the Clerk will place the names of all members, save and except the Mayor and Deputy Mayor, into a box, hat, or like container, and the Mayor will draw one name. The member whose name is drawn is declared the alternate member of County Council.
14. The selected member will be appointed by by-law as soon as practicable after the nomination process.
15. The City Clerk will notify the County Clerk of the appointment and provide any pertinent details of the appointed member.

## **Policy Review**

16. 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.
17. 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

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

### External

19. [Municipal Act, 2001, S.O. 2001, c. 25](#)

## Appendices

20. N/A

## Revision History

Authority	Date	Approval	Description of Amendment
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.
Council	2026-06-15	By-law No. 2026-074	Combine former CrS-C41 with GOV001 and change name of policy from Council Board, Committee and Seat Selection
Choose an item.	Click or tap to enter a date.	Choose an item.	