

Report to the Municipal Services Committee  
 November 28, 2016  
**Council and Ward Structure Review: Decision Process**

Administration  
 Mike Dwyer  
 CAO



**RECOMMENDATION:**

THAT Council approve the proposed decision making process and associated dates.

**BACKGROUND:**

At the November 14 Special Meeting of Council a report was presented that outlined the major steps involved in a Council and Ward Structure Review from inception to decision. This process flow chart is attached for reference. At that meeting Council directed staff to bring back a detailed report.

To ensure an orderly, transparent and administratively manageable process for Steps 6 through 9, a detailed decision making process should be developed, adopted and followed.

**DISCUSSION:**

The following chart outlines a proposed detailed decision making process:

Step	Proposed Date
<p><b>Step 6: Final Submission and Evaluation of Alternative Proposals</b></p> <ul style="list-style-type: none"> <li>• This is the final date by which alternative proposals can be submitted by the public and members of Council for consideration</li> <li>• The proposals shall be submitted directly to the Clerk</li> <li>• After this date, no alternative proposals will be accepted, including by Councillor motion or amendment at a future meeting</li> <li>• The proposals submitted will be evaluated by the independent consultant using the same 'test of effective representation' applied in the final report</li> <li>• If a proposal is incomplete, lacking sufficient detail to allow implementation or violates statutory requirements, it will be rejected with no opportunity for re-submission</li> </ul>	<p>Wednesday,            December 14            by 4:00pm</p>
<p><b>Step 7: Council Ratifies Options to Proceed</b></p> <ul style="list-style-type: none"> <li>• It is agreed that all options that meet the test of effective representation shall proceed to the next step. This will include all</li> </ul>	<p>N/A</p>

options found to meet the test as outlined in the consultant’s report and any alternative options submitted via Step 6 and found to meet the test	
<p><b>Step 8: Council Decision - Preferred Option</b></p> <ul style="list-style-type: none"> <li>• An exhaustive ranked ballot exercise will be used to narrow the options to the preferred option</li> <li>• The ranked ballot process will involve members of Council ranking the options from most preferred to least preferred in multiple rounds. A ranking of ‘1’ indicates greatest preference. All members shall rank all options on each ballot</li> <li>• These ranking will be publically announced and compiled each round by the Clerk, by totalling the ranked number applied by each member to each option</li> <li>• After each ballot compilation, the option with the highest total, meaning the lowest collective preference, will be removed from the ballot of the subsequent round</li> <li>• At the start of each round and before the ballots are completed the Chair will open the floor for debate where members may make statements regarding any of the remaining options</li> <li>• The process of rounds will continue until the final round. The final round will be the round in which two options remain</li> <li>• In the final round, the members will rank the final two options. Upon consolidation of the results by the Clerk, the option with the lowest total (meaning the most preferred) will be considered the preferred option</li> <li>• In the case of a tie during the final round the cumulative totals for the same options from the penultimate round will be added to the totals for the final round, with the lowest becoming the preferred option. Should a tie remain, this process will continue using the ballot results of the preceding ballot to the last used, until such time as the tie is broken</li> <li>• The preferred option will be placed in a ratifying motion to adopt it and the motion will be immediately put and voted on without debate</li> <li>• Should the ratifying motion fail, the members will return to the ballot on which 50% of the original options were contained and the members shall redo the round and each subsequent round until the final ballot is reached and a preferred option is selected. If the number of original options is an odd number the 50% threshold shall be based on the original number of options minus one</li> </ul>	<p>Tuesday, January 3 following Regular Council business</p>

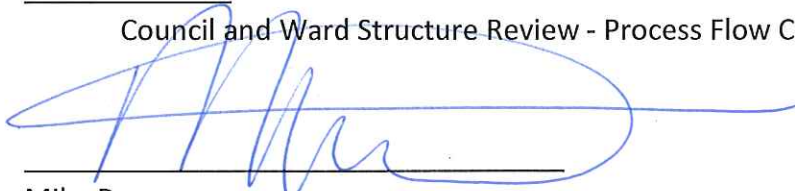
<ul style="list-style-type: none"> <li>• The preferred option will be again placed in a ratifying motion to adopt it and the motion will be immediately put and voted on without debate</li> <li>• Should the ratifying motion fail, this process will continue until either a ratifying motion passes, or three ratifying motions fail</li> <li>• If three ratifying motions fail, Council will adjourn the meeting until their next regular Council meeting at which time the same process, beginning with the initial ballot, will commence again</li> <li>• If in any round the total for any option is equal to the total number of members present or the total number of members present less one (meaning all members, or all but one, ranked it as their highest preference), the balloting rounds will cease and the option will be put directly to the ratifying motion</li> <li>• If in any round the total for the three highest ranked options is 30 or less and all other options are 31 or more (indicating a high degree of consensus as to the three most preferred options), all options which received a total of 31 or more will be removed from the subsequent ballot</li> <li>• Notwithstanding any procedural right outlined in By-law 2010-110, no motion shall be put that would disrupt the process from completely unfolding from initial ballot to ratifying motion. The process shall only be suspended in the case of an emergency. No member shall leave their seat during the process.</li> </ul>	
<p><b>Step 9: Council Decision - Implementation of Preferred Option</b></p> <ul style="list-style-type: none"> <li>• Following the conclusion of Step 8, the first motion put for debate and a vote, shall be a motion to provide for direct implementation</li> <li>• Should the first motion fail, subsequent motions will be put in a like manner to provide for the following options in the following order: By-law on the Ballot; Question on the Ballot; Plebiscite</li> </ul>	<p>Tuesday, January 3 following Regular Council business</p>

FINANCIAL IMPLICATIONS:

While the overall Council and Ward Structure Review may have financial implications, the decision making process outlined above does not.

ATTACHMENTS:

Council and Ward Structure Review - Process Flow Chart



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CAO

*Nov 24 2016*  
DATE

## Council and Ward Structure Review - Process Flow Chart

