

COUNCIL POLICIES AND PROCEDURES

SECTION - B

MEETINGS

SUBJECT: Election of Warden and Deputy Warden

POLICY NUMBER: B-14

APPROVAL DATE: February 9, 2005

AMENDED DATE: September 16, 2026

PREAMBLE: The Municipality of the District of Guysborough has adopted this policy to establish the terms of the voting process for the positions of Warden and Deputy Warden. In particular, the Municipality aims to ensure the voting process is conducted in complete confidence, by clearly defining the term “secret ballot”.

TERMS:

1. This policy is entitled “Policy on Election of Warden and Deputy Warden” and applies to all Warden and/or Deputy Warden elections, and length of Term in Office once elected.
2. The clerk shall preside at the meeting of the council at which the warden and deputy warden is to be elected, until the warden is elected.
3. The warden and deputy warden shall be chosen:
 - a. by members of Council from among themselves;
 - b. at the first meeting of the council in a regular election year after the time for applying for a recount has expired; or
 - c. at the first meeting of council after the expiration of the term of a warden or when the office of warden otherwise becomes vacant.
4. The term of office of the warden or deputy warden expires when the term of office of the council expires, unless prior to the selection of a warden or deputy warden, the council adopts a shorter term of office for the warden and/or deputy warden.
5. After announcing that the business of Council at the meeting is to elect a Warden and/or Deputy Warden, the Clerk shall call on the Municipal Solicitor to proceed with the warden and deputy warden.

6. The Solicitor shall call for nominations, which shall be made openly and publicly, by raising of the hand. The Solicitor shall ask if there is a seconder for the nomination. Any Councillor except the nominator and the candidate may second the nomination. Failure to obtain a seconder shall result in the nominee's name not being included in the list of candidates to be voted upon.
7. Each nominee shall be asked if they accept or reject the nomination. If the nominee rejects the nomination, the nominee's name shall not be included in the list of candidates to be voted upon.
8. The Municipal Solicitor shall call for nominations three times after which the ~~Chair~~ Solicitor shall call the nominations closed.
9. When there is more than one candidate for Warden or Deputy Warden a single ballot shall be prepared with each candidate's name and one ballot shall be given to each Councillor. There shall be two Scrutineers appointed by the Council. Eligible Scrutineers include the CAO, Clerk, Municipal Solicitor or a Municipal Director.
10. Councillors shall vote by placing a mark beside the candidate of their choice. A Councillor may vote for themselves.
11. Ballots shall be collected and counted by the Scrutineers in a manner that preserves the confidentiality of each vote. The Scrutineer shall only declare a ballot to be spoiled if the ballot does not clearly show which candidate was voted for.
12. If a clear majority of Council is obtained for a candidate, the Scrutineer shall announce the name of the Warden or Deputy Warden. Where there are more than two candidates nominated, the name of the candidate receiving the lowest number of votes on each ballot shall be dropped and the Council shall thus continue the balloting until one of the candidates has a majority of the votes of the Council.
13. In the event of a tie the Chair shall ask if any Candidate is prepared to withdraw his or her name from the next ballot. Also, in the event of a tie between the candidates receiving the lowest number of votes, a separate vote will be held to determine which of the candidates should proceed to the next round of voting. The number of votes cast for each candidate will not be announced and will remain confidential and the ballots will be destroyed.
14. If the majority of the council members are unable to agree upon the choice of a warden or deputy warden, the clerk shall determine the warden from the two leading candidates by lot as provided in the Municipal Elections Act.
15. Council may remove a warden or deputy warden from office and proceed to elect a new warden

- a. by a vote of two thirds of the council members; and
- b. on twenty days notice in writing to the clerk, the warden, deputy warden and the councillors.