

The COVID-19 Economic Recovery Act, 2020 – Proxy Voting

Process to Appoint a Member of Council as a Proxy for Council Meetings

1. A Member of Council appointing a proxy shall by email simultaneously notify the City Clerk and the proxyholder of their absence as soon as possible before the scheduled Council meeting.
  - a. The email appointing the proxy shall detail whether the Proxyholder is given the proxy to vote on all matters or only on specific agenda items;
  - b. If the proxy is only for specific agenda items, these are to be listed in the email.
2. The Proxyholder shall by email response, acknowledge their ability to fulfill their responsibility as a proxyholder for the matters outlined.
3. The City Clerk shall by email notify all members of Council of the designation of the proxy member for the Council meeting.

Revoking a Proxy

1. If the Member of Council who was to be absent wishes to revoke the proxy, the Member of Council shall by email notify the City Clerk and proxyholder of this change as soon as possible prior to the meeting.
2. The City Clerk shall by email notify all Members of Council notice of the revocation prior to the commencement of the meeting.

Conflict of Interest

1. If after appointing a proxy, a Member of Council discovers that they have a pecuniary interest described in subsection 5 (1) of the Municipal Conflict of Interest Act in a matter to be considered at a meeting that is to be attended by the proxyholder; the Member of Council shall:
  - a. as soon as possible, notify the proxyholder of the Conflict of Interest in the matter;
  - b. indicate that the proxy will be revoked in respect of the matter; and
  - c. request that the City Clerk revoke the proxy with respect to the matter in accordance with the proxy revocation process established by the City Clerk.
2. If, after appointing a proxy, a Member of Council discovers that they have a pecuniary interest described in subsection 5 (1) of the Municipal Conflict of Interest Act in a matter that was considered at a meeting attended by the proxyholder, the appointing member shall comply with subsection 5 (3) of the Municipal Conflict of Interest Act with respect to the interest at the next meeting attended by the appointing member after they discover the interest.

3. If the Proxyholder discovers that they have a Conflict of Interest in a matter to be considered at the meeting where they have proxy