WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and Members of Council

Submitted by: Deanna Snair, Municipal Clerk

Date: November 10, 2026 Committee of the Whole

Subject: 2026 – 2028 Deputy Mayor Appointment

LEGISLATIVE AUTHORITY

Municipal Government Act
West Hants Regional Municipality Meeting and Committee Procedural Policy (RCOGE-003.00).

RECOMMENDATION or DECISION REQUEST

To be determined based on Councils discussions

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐	Councillor Activity ☐

The purpose of this report is to provide Council with information regarding the election of the Deputy Mayor in accordance with the West Hants Regional Municipality Meeting and Committee Procedural Policy (RCOGE-003.00).

Section 6.2 of the Meeting and Committee Procedural Policy establishes a two-year term for the office of Deputy Mayor. As the current term has reached its conclusion, Council is required to elect a Deputy Mayor to serve for the next two-year term.

The election process is outlined in Section 6.1 of the Policy and is administered by the Mayor.

DISCUSSION

The election of the Deputy Mayor will be conducted in accordance with the approved Meeting and Committee Procedural Policy as follows:

- The Mayor will call for nominations for the position of Deputy Mayor three times.

- Councillors may nominate another Councillor for the position. Nominations do not require a seconder.
- Following the final call, nominations will be declared closed.
- Nominees will be asked whether they accept the nomination.
- If only one nominee accepts, that Councillor will be declared elected by acclamation.
- If more than one nominee accepts, each nominee will be provided an opportunity to address Council prior to the vote.
- The election will then proceed by secret ballot, with two scrutineers appointed to oversee the collection and counting of ballots, including one staff member.
- A Deputy Mayor is elected by a majority of the Councillors present.
- If no nominee receives a majority vote and there are three or more nominees, successive ballots will be conducted with the lowest-ranked nominee removed after each round until a majority is achieved.
- If only two nominees remain and a majority is still not obtained, the successful candidate will be determined by a draw conducted by the Clerk or designated staff member.
- Following the election, Council will consider a motion to destroy the ballots.

NEXT STEPS

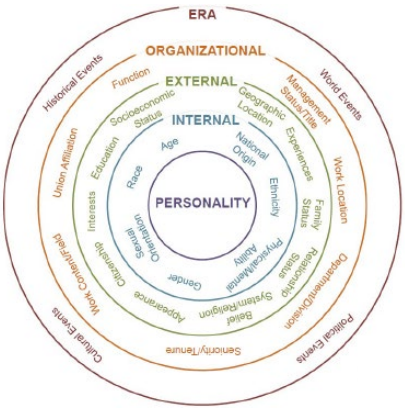
To be determined by Council.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the election of the Deputy Mayor.
The Council Remuneration Policy identifies any costs associated with this position in the annual Operating Budget.

DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY CONSIDERATIONS

There are no direct diversity, equity, inclusion and accessibility considerations associated with this report.



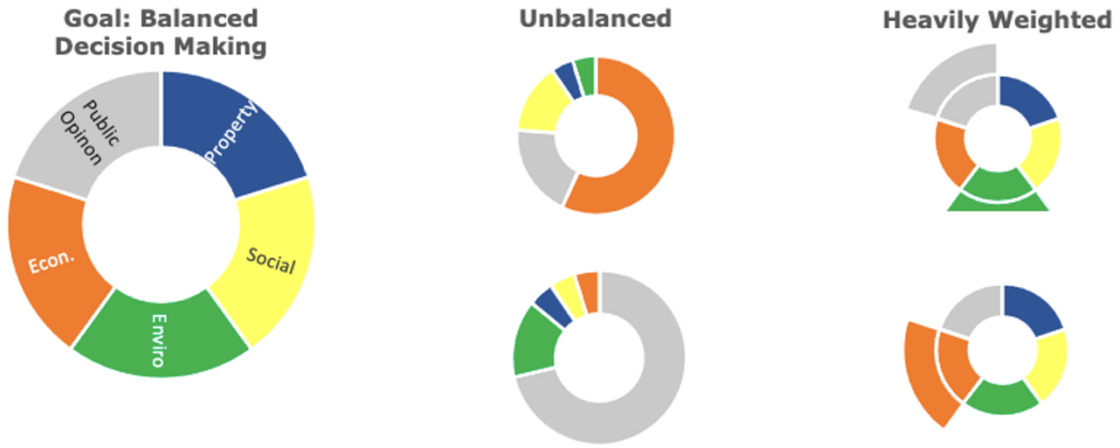
ENVIRONMENTAL CONSIDERATIONS
There are no direct environmental impacts associated with these appointments.

ALTERNATIVES
None

ATTACHMENTS
None

CHIEF ADMINISTRATIVE OFFICER REVIEW

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C "Decision Making by Council and Committee of the Whole" as a reminder of the principles highlighted for good decision making.



Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director Financial Services

Report Approved by: _____
Mark Phillips, Chief Administrative Officer