



Roles in a Recall Petition



City Clerk (Chief Administrative Officer's Delegate)

- Receive recall petition notice, and recall petition.
- Verify recall petition in keeping with legislation.
- Make a declaration to Council as to whether the recall petition is sufficient or insufficient.
- Engagement with participants in the recall petition process.
- Communications on recall petition process.
- Disposition of recall petition materials.
- As Returning Officer, recommend by-election date and any amendments to Election Bylaw to Council, if required.
- As Returning Officer, conduct by-election, if required.



Representative Recall Petitioner

- Submit notice of recall petition.
- Submit \$500 application fee.
- Submit signed statement confirming they are an eligible elector for the elected official name in the notice of recall petition.
- Confirm the municipality may direct any inquiries about the recall petition to them.
- Collect petition signatures from electors within the 60-day recall petition signature period.
- Ensure the recall petition meets legislative requirements.
- Submit completed recall petition.



Elected Official Named in Recall Petition

- Receive notice of recall petition and declaration of sufficiency or insufficiency.



Minister of Municipal Affairs

- Enabling legislation and regulations.
- May at any time determine population figures.
- Give directions to Council, a Member of Council named in a recall petition, a Chief Administrative Officer, a representative recall petitioner or any other person or classes of persons identified by the regulations.
- Decide any question arising from extraordinary circumstances in respect of a recall petition, including the death or incapacitation of a representative recall petitioner, and the continuation of that petition in appropriate circumstances, or any confusion, difficulty, inconsistency or impossibility of applying the legislation.
- Receive notice of recall petition and declaration of sufficiency or insufficiency.



Members of Council

- Mayor to call a Special Meeting of Council when requested by the City Clerk for the purpose of receiving a declaration of sufficiency/ insufficiency of recall petition (2023 March 14 Decision of Council).
- Council to pass resolution or bylaw establishing by-election date and any amendments to Elections Bylaw (35M2018) recommended by Returning Officer (if recall petition is sufficient, and a by-election is required).