

Staff Report

Report To: City Council
Report From: Briana Bloomfield, City Clerk
Meeting Date: December 12, 2022
Report Code: CR-22-102
Subject: Acting Mayor Appointment

Recommendations:

THAT in consideration of Staff Report CR-22-102 respecting the appointment of Acting Mayors, City Council directs staff to bring forward a by-law to appoint Acting Mayors for the 2022-2026 Council term.

Highlights:

- The Acting Mayor By-law provides a contingency where the Mayor and Deputy Mayor are absent, refuse to act or the offices are vacant.
- The Acting Mayor By-law provides a schedule of the Acting Mayor rotation for Councillors.

Strategic Plan Alignment:

This report supports the delivery of Core Service.

Previous Report/Authority:

Municipal Act, 2001, section 242

Background:

The *Municipal Act, 2001*, section 242 provides that:

A municipality may, by by-law or resolution, appoint a member of the council to act in the place of the head of council or other member of council designated to preside at meetings in the municipality's procedure by-law when the head of council or designated member is absent or refuses to act or the office is vacant, and while so acting such member has all the powers and duties of the head of council or designated members, as the case may be, with respect to the role of presiding at meetings.

Analysis:

The City's procedure by-law dictates that the Deputy Mayor is the Mayor's alternate and then the Acting Mayor is the second alternate where both the Mayor and Deputy Mayor are absent, refuse to act or the offices are vacant.

The Acting Mayor is chosen by an alphabetical rotation of councillors, each appointed for a month at a time. If the appointed Councillor is unavailable, the Councillor appointed for the next succeeding month steps into the Acting Mayor role.

In addition to using the appointment for the purposes of presiding over meetings, the Acting Mayor rotation designates who will represent the Mayor at meetings, functions and other activities when the Mayor and Deputy Mayor are both unavailable.

The draft Acting Mayor By-law is attached to this report for Council's consideration.

Financial Implications:

None.

Communication Strategy:

The by-law will be posted on the City's website once approved by Council.

Consultation:

None.

Attachments:

Draft Acting Mayor By-law

Recommended by:

Briana Bloomfield, City Clerk

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Briana Bloomfield, City Clerk at bbloomfield@owensound.ca or 519-376-4440 ext. 1247.