

DATE OF MEETING | DECEMBER 2, 2019 |

AUTHORED BY | SKY SNELGROVE, STENO COORDINATOR/DEPUTY CORPORATE OFFICER |

SUBJECT | 2020 ACTING MAYOR SCHEDULE

OVERVIEW

Purpose of Report

To obtain Council approval of the 2020 Acting Mayor Schedule. |

Recommendation

That Council approve the 2020 Acting Mayor Schedule.

BACKGROUND

Section 130 of the *Community Charter* requires that “*The council must, in accordance with its applicable procedure bylaw, provide for the designation of a councillor as the member responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant.*”

“Council Procedure Bylaw 2018 No. 7272” requires that the Corporate Officer annually prepare a schedule to designate Council members to serve as Acting Mayor on a rotating basis. The Acting Mayor fulfills the responsibilities of the Mayor in his absence. If both the Mayor and Acting Mayor are absent from a Council meeting, the Council Member who is next in rotation as Acting Mayor and is in attendance at the meeting will act as Chair of the meeting. The schedule is for a one year period. Time periods of six to seven weeks were assigned to each Councillor using a random generator program. |

DISCUSSION

If Council members know they will be absent during their assigned time period they may wish to switch periods, via motion, with another member of Council. |

OPTIONS

1. That Council approve the 2020 Acting Mayor Schedule.
 - The advantages of this option: Appointing Acting Mayors is in compliance with the *Community Charter* and “Council Procedure Bylaw 2018 No. 7272” which require designation of Acting Mayors.
 - The disadvantages of this option: Council may want to choose alternative dates for their Acting Mayor period.

2. That Council deny approval of the 2020 Acting Mayor Schedule.
- The advantages of this option: Council may wish to determine a different schedule.
 - The disadvantages of this option: Council must be in compliance with the *Community Charter* and “Council Procedure Bylaw 2018 No. 7272” and would need to approve a calendar at a future date. |

SUMMARY POINTS

- The Acting Mayor schedule is prepared in accordance with “Council Procedure Bylaw 2018 No. 7272” and section 130 of the *Community Charter*.
- The Acting Mayor fulfills the duties of the Mayor in his absence.

ATTACHMENTS:

Attachment A: 2020 Acting Mayor Schedule |

Submitted by:

Sheila Gurrie
Director, Legislative Services |