

DATE OF MEETING NOVEMBER 17, 2025
AUTHORED BY JESSICA VANDERHOEF, STENO COORDINATOR
SUBJECT **2026 ACTING MAYOR SCHEDULE**

OVERVIEW

Purpose of Report

To present the draft 2026 Acting Mayor Schedule for Council’s consideration.

Recommendation

That Council approve the 2026 Acting Mayor Schedule as presented in Attachment ‘A’ of the report titled “2026 Acting Mayor Schedule”, dated 2025-NOV-17”.

BACKGROUND

Section 130 of the *Community Charter* requires that “...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.” Furthermore, “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 and must attend meetings of Council in person. If both the Mayor and Acting Mayor are absent from a Council meeting, the Council member who is next in rotation as Acting Mayor attends the meeting to act as Chair of the meeting. Council members receive an additional 10% of the Mayor’s base compensation, built in to their annual salary, for acting in the Mayor’s role and in accordance with “Council Spending and Amenities Policy”. Due to the municipal election on 2026-OCT-17 each Acting Mayor period has been reduced from approximately seven weeks to approximately five weeks.

DISCUSSION

In the past many methods have been used to generate the Acting Mayor schedule such as scheduling members in seniority order and using a random generator. For continuity the 2026 Acting Mayor schedule has been drafted to repeat the same schedule as the 2025 Acting Mayor schedule. If a Council member knows they will be absent during their assigned period they may wish to switch periods, via motion, with another member of Council.

OPTIONS

1. That Council approve the 2026 Acting Mayor Schedule as presented in Attachment 'A' of the report titled "2026 Acting Mayor Schedule", dated 2025-NOV-17".
 - The advantages of this option: The schedule is based on the 2025 schedule to provide consistency for Council.
 - The disadvantages of this option: Council may wish to select a different schedule than what is presented. Council may, by motion, switch Acting Mayor periods with other members of Council.
 - Financial Implications: Financial implications associated with the Acting Mayor schedule are in accordance with the Council Spending and Amenities Policy.

2. That Council provide alternate direction.
 - The advantages of this option: Council may wish to alter the schedule.
 - The disadvantages of this option: Dependent on direction received.
 - Financial Implications: Dependent on direction received.

SUMMARY POINTS

- The Acting Mayor schedule is required by the *Community Charter* and "Council Procedure Bylaw 2018 No. 7272" and is prepared annually.
- Each Acting Mayor period is for approximately five weeks.

ATTACHMENTS:

Attachment A – Draft 2026 Acting Mayor Schedule |

Submitted by:

Sheila Gurrie,
Director, Legislative Services |

Concurrence by:

Dale Lindsay,
Chief Administrative Officer |