



Clerks Services Staff Report

Report Number: C20-2022
Report Title: Acting Mayor Rotational Schedule (November 2022 to November 2026)
Author: Alex Smyth, Council and Committee Facilitator
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Consent Item: No
Final Version: Yes
Reviewed By: Ilidia Sa Melo, Deputy Clerk
Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report C20-2022 respecting Acting Mayor Rotational Schedule (November 2022 to November 2026) approves the by-law attached to this report to provide for the appointment of an Acting Mayor when the Mayor is absent from the Municipality, absent through illness, or the office is vacant.

Background:

A By-law to adopt an Acting Mayor Rotational Schedule is prepared at the beginning of each term of Council in accordance with the Township's Procedural By-law and section 242 of the Municipal Act, 2001, S.O. 2001, Chapter 25 which 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 member, as the case may be, with respect to the role of presiding at meetings."

Comments:

The Acting Mayor By-law appoints a member of Council to fill the Mayor's role in the case that the Mayor is absent from a meeting due to illness, out of town attending a

conference or otherwise, or if the Mayor's seat becomes vacant during the 2022-2026 term of office.

The Acting Mayor By-law lists each member of Council in an alphabetical rotation for a two-month period as Acting Mayor. Where the Mayor and the Acting Mayor are absent, the by-law clarifies that the next available Councillor in the order set out in the by-law may take on the role of Acting Mayor.

While Acting Mayor, the scheduled member of Council chairs Committee of the Whole meetings and may be called up to preside over the Council meetings, represent the municipality at official functions, and carry out the duties of the head of Council as needed.

Interdepartmental Impacts:

All departments will be given a copy of the by-law once approved.

Financial Impacts:

None.

Strategic Plan Impacts:

The proposed by-law, as attached to this report, supports the Township's Strategic Plan focus Area of being the best managed and governed municipality by providing leadership, accountability, and stability if the Mayor is absent during the 2022-2026 term of office.

Conclusion:

The proposed Acting Mayor By-law is authorized under the Municipal Act and aligns with the Township's Procedural By-law to provide an Acting Mayor when the Mayor is absent from the Municipality, absent through illness, or the office is vacant.

Attachments:

1. Proposed Acting Mayor Rotational Schedule By-law