

To: David Creery, Chief Administrative Officer
From: Amy Humphries, Deputy Chief Administrative Officer & City Clerk
Re: Acting Mayor Appointment

AIM

To elect and determine the term of office for the Acting Mayor.

BACKGROUND

In accordance with Municipal Code Chapter 11, Council must elect a member to serve as the Acting Mayor in the place of the Mayor when the Mayor is absent, is unable to act, refuses to act, or when the office of the Mayor is vacant. The Acting Mayor has the same powers and duties as the Mayor in relation to the applicable matter, with the exception of the Special Powers and Duties of the Head of Council under Part VI.1 of the *Municipal Act, 2001, S.O. 2001, c. 25* (i.e. "Strong Mayor Powers").

At the regular meeting of Woodstock City Council held on January 18th, 2024, Council appointed Councillor Leatherbarrow as the Acting Mayor until January 16th, 2025.

COMMENTS

Prior to the election of an Acting Mayor, Council must first decide the term of the office for the Acting Mayor. If Council wishes to appoint an Acting Mayor for a one-year term, the following resolution is suggested:

That Woodstock City Council establish a term of office for the Acting Mayor to be: January 17th, 2025 through to January 15th, 2026;

And further that Woodstock City Council shall select an Acting Mayor and the term of office at the regular meeting of Council held on January 15th, 2026.

If Council wishes to appoint an Acting Mayor for the remainder of the term of Council, the following resolution is suggested:

That Woodstock City Council establish the term of office for the Acting Mayor to be: January 17th, 2025 through to November 14th, 2026.

After the term of office is decided, the Clerk will then preside over the election. The Acting Mayor must be a member of Council and shall be elected by open vote. Each member of Council is entitled to one vote. A name will be drawn from a ballot box in the event of a tie.

Each nomination shall be in writing, signed by both the mover and the seconder, and submitted to the Clerk when the Clerk calls for nominations. If more than one member of Council is nominated, an open vote will take place. The Clerk will ask each nominee if they are willing to stand for election. If there are more than two nominees who agree to stand and, if after votes are cast, no nominee receives the majority of votes cast, the nominee receiving the least number of votes shall be eliminated. Council shall proceed to vote again until a nominee receives the majority of votes cast, at which time such nominee shall be declared the Acting Mayor.

For Council's reference, Municipal Code Chapter 11 – Mayor – Acting – Selection can be found on the City's website at <https://www.cityofwoodstock.ca/en/resourcesGeneral/PDFs/Clerks/Bylaws/Council/Chapter-0011---Mayor---Acting---Selection.pdf>.

RECOMMENDATION

For Council's direction.

Authored by: Amy Humphries, Deputy Chief Administrative Office & City Clerk

Approved by: David Creery, Chief Administrative Officer