



Town of Newmarket
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Alternate Acting Mayor Schedule 2022-2026 Term of Council Information Report to Council

Report Number: 2022-32

Department(s): Legislative Services

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Distribution Date: December 19, 2022

In accordance with the Procedure By-law, any member of Council may make a request to the Town Clerk that this Report be placed on an upcoming Committee of the Whole agenda for discussion.

Purpose

The purpose of this report is to provide Council with the alternate Acting Mayor schedule for the 2022-2026 term of Council.

Background

At the beginning of every new term of Council, staff provides Council with an alternate Acting Mayor schedule for information purposes. This allows Council Members to be prepared to act in the absence of the Mayor, and Deputy Mayor and Regional Councillor.

Discussion

The Procedure By-law provides that the Deputy Mayor and Regional Councillor is the Acting Mayor where the Mayor is unable to fulfill their duties due to an absence. Where the Deputy Mayor and Regional Councillor is unable to serve as the Acting Mayor, an alternate Acting Mayor is required and is determined by a procedure set out in the Procedure By-law:

1. The alternate Acting Mayor is the Ward Councillor in ascending order of Ward number for each calendar month, starting with Ward 1 following the organization of Council in each new term of Council, based on his or her availability; and,
2. Availability is to be provided in writing to the Clerk, and the Clerk's determination of an alternate Acting Mayor is final.

The Acting Mayor and an alternate Acting Mayor have all the rights, powers and authority of the Mayor as Head of Council. An alternate Acting Mayor cannot participate in meetings and vote on matters as a Member of Regional Council.

Attachment 1 sets out the alternate Acting Mayor schedule as provided for in the Procedure By-law.

Conclusion

Following Council's receipt of this report, the alternate Acting Mayor schedule will be distributed and provided to all Members of Council.

Business Plan and Strategic Plan Linkages

This report relates to the Well-equipped and Managed link of the Town's vision.

Consultation

None.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 - Alternate Acting Mayor Schedule 2022-2026

Contact

For more information regarding this report, contact Kiran Saini at ksaini@newmarket.ca or 905-953-5300 extension 2203.

Approval

Lisa Lyons, Director of Legislative Services/Town Clerk

Esther Armchuk, Commissioner of Corporate Services

'Alternate' Acting Mayor Schedule:

2022		2023		2024		2025		2026	
Month	Councillor	Month	Councillor	Month	Councillor	Month	Councillor	Month	Councillor
November	Ward 1	January	Ward 3	January	Ward 1	January	Ward 6	January	Ward 4
December	Ward 2	February	Ward 4	February	Ward 2	February	Ward 7	February	Ward 5
		March	Ward 5	March	Ward 3	March	Ward 1	March	Ward 6
		April	Ward 6	April	Ward 4	April	Ward 2	April	Ward 7
		May	Ward 7	May	Ward 5	May	Ward 3	May	Ward 1
		June	Ward 1	June	Ward 6	June	Ward 4	June	Ward 2
		July	Ward 2	July	Ward 7	July	Ward 5	July	Ward 3
		August	Ward 3	August	Ward 1	August	Ward 6	August	Ward 4
		September	Ward 4	September	Ward 2	September	Ward 7	September	Ward 5
		October	Ward 5	October	Ward 3	October	Ward 1	October	Ward 6
		November	Ward 6	November	Ward 4	November	Ward 2	November	Ward 7
		December	Ward 7	December	Ward 5	December	Ward 3		

Procedure:

1. An Acting Mayor is required where the Mayor is unavailable to fulfill his duties as Head of Council due to illness or absence from Newmarket.
2. The Acting Mayor is always the Deputy Mayor and Regional Councillor.
3. An 'alternate' Acting Mayor is required when the Mayor, and Deputy Mayor and Regional Councillor are both unavailable to fulfill Head of Council duties due to illness or absence from Newmarket.
4. Where a Ward Councillor is unavailable to fulfill duties of 'alternate' Acting Mayor, next available Ward Councillor in order of Ward number is deemed to be the 'alternate' Acting Mayor.
5. Availability is provided to the Clerk in writing and Clerk's determination of who is considered the 'alternate' Acting Mayor is final.
6. Where the Acting Mayor or 'alternate' Acting Mayor is required, the Clerk will provide an email notice to Council, the Chief Administrative Officer and Commissioners. The notice will include who is assuming Head of Council duties, and the required duration.