Staff Report

Report To: City Council

Report From: Briana Bloomfield, City Clerk

Meeting Date: November 30, 2026

Report Code: CR-26-094

Subject: Acting Mayor By-law 2026-2030

Recommendations:

THAT in consideration of Staff Report CR-26-094 respecting the Acting Mayor By-law, City Council directs staff to bring forward a by-law to appoint Acting Mayors for the 2026-2030 Council term as outlined in the report.

Highlights:

- The Acting Mayor By-law provides a contingency where the Mayor and Deputy Mayor are absent, refuse to act, or the offices are vacant.
- The Acting Mayor By-law provides a schedule of the Acting Mayor rotation for Councillors.
- The Acting Mayor By-law does not apply to strong mayor powers.

Vision 2050 - Strategic Plan Alignment:

Strategic Plan Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

Previous Report/Authority:

Municipal Act, 2001, section 242 – Absence of Head

Municipal Act, 2001, Part VI.1 – Strong Mayor Powers

Procedural By-law No. 2026-052

Background:

The *Municipal Act, 2001*, subsection 242 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 members, as the case may be, with respect to the role of presiding at meetings.

This report is being brought forward for Council's consideration to ensure that a contingency is in place if the Mayor and Deputy Mayor are absent or refuse to act. The Acting Mayor By-law will not apply to strong mayor powers in accordance with the *Municipal Act, 2001*.

Analysis and Options:

The City's Procedural By-law dictates that the Deputy Mayor is the Mayor's alternate, and the Acting Mayor is the second alternate where both the Mayor and Deputy Mayor are absent, refuse to act, or the offices are vacant.

The Acting Mayor is chosen by an alphabetical rotation of councillors, each appointed for a month at a time. If the appointed councillor is unavailable, the councillor appointed for the next succeeding month steps into the Acting Mayor role.

In addition to presiding over meetings, the Acting Mayor rotation designates who will represent the Mayor at meetings, functions, and other activities when the Mayor and Deputy Mayor are both unavailable.

The draft Acting Mayor By-law is attached to the report for Council's consideration.

Resource Alignment:

Financial Resources

There are no financial implications from the passing of the Acting Mayor By-law.

Human Resources

The passing of the Acting Mayor By-law provides staff with the guiding document required for scheduling.

Time and Scheduling

The agenda includes both the report and the Acting Mayor By-law to begin scheduling as soon as possible.

Technology and Infrastructure

N/A.

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

This report has been posted to the City's website with the agenda in advance of the meeting. The by-law will be posted on the City's website once approved by Council.

Report Developed in Consultation With:

Committee and Executive Support Coordinator

Attachments:

Draft Acting Mayor By-law

Reviewed by:
Kate Allan, Director of Corporate Services

Submission approved by:
Tim Simmonds, City Manager

For more information on this report, please contact Briana Bloomfield, City Clerk at bbloomfield@owensound.ca or 519-376-4440 ext. 1247.