



DEPUTY MAYOR AND ACTING MAYOR TERMS

October 24, 2023, to the 2024 Organizational Meeting of Council

RECOMMENDATION

That the Deputy and Acting Mayor Terms for October 24, 2023, to the end of the 2024 Organizational Meeting of Council, as set out in Option 1 of Attachment 1 of the October 23, 2023, Office of the City Clerk report OCC01984, be approved.

Report Purpose

Council decision required.

REPORT

This report recommends the Deputy and Acting Mayor roster for 2023/2024. The roster is prepared by assigning each Councillor the responsibility for serving in the roles of Deputy Mayor for approximately 30 days and Acting Mayor for another approximately 30 days.

Attachment 1 includes the four options that were considered; however, Option 1 is the recommended roster.

Legislative Requirements

City Council approves a Deputy and Acting Mayor roster each year. This ensures compliance with the *Municipal Government Act* (MGA) and Bylaw 18155 - Council Procedures Bylaw.

MGA, Section 152:

- (1) A council must appoint one or more councillors as deputy chief elected official so that
 - (a) only one councillor will hold that office at any one time, and
 - (b) the office will be filled at all times.
- (2) A deputy chief elected official must act as the chief elected official
 - (a) when the chief elected official is unable to perform the duties of the chief elected official, or
 - (a) if the office of chief elected official is vacant.
- (3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

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- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
- (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

Bylaw 18155 - Council Procedures Bylaw, Section 7 requires that an organizational meeting be held no later than 14 days after the third Monday in October each year. The purpose of this meeting is, in part, to appoint a Deputy Mayor and Acting Mayor [Section 7(a)]. This is to ensure:

- (i) only one Councillor will hold each office at any one time; and
- (ii) each office will be filled at all times.

Purpose of the Deputy and Acting Mayor Roster

The Deputy and Acting Mayor roster provides a method to ensure continuous coverage of the Office of the Mayor. The Deputy Mayor must act as the Mayor when the Mayor is unable to perform the duties of the Mayor or if the Office of the Mayor is vacant.

If both the Mayor and the Deputy Mayor are unable to perform the duties of the Mayor, then the Acting Mayor must act as the Mayor.

This roster is used to determine the appropriate alternative in the Mayor's absence, including during Council and Committee meetings and as a representative at events.

Bylaw 18155, Section 41, Role of the Chair:

- (2) If the Chair is absent for all or part of a Council meeting, the deputy Mayor, or in the absence of the deputy Mayor the acting Mayor, will assume the role of Chair.

The Deputy and Acting Mayor roster is also used to determine a Council representative to attend events the Mayor has been invited to but is unable to attend. If the Mayor is unable to attend an event, the invitation is extended to the Deputy Mayor and so on working through the Deputy Mayor/Acting Mayor list.

2023/2024 Deputy and Acting Mayor Roster

Attachment 1 includes the four options that were considered in preparing this report. All options result in each Councillor serving as Deputy Mayor and Acting Mayor once per organizational year (for example: 2023/2024).

Option	Description
Option 1 - Organized reversed alphabetically by Ward (RECOMMENDED)	All wards are listed in reverse alphabetical order (Z-A), assigning a Councillor to serve as Deputy Mayor for approximately 30 days according to this reverse alphabetical order. That same assigned Deputy Mayor serves as Acting Mayor the following approximately 30 days. This is the same order as the 2022/2023 list.

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Option 2 - Organized alphabetically by Councillor last name	All Councillors are listed in alphabetical order (A-Z) by last name, assigning a Councillor to serve as Deputy Mayor for approximately 30 days according to this alphabetical order. That same assigned Deputy Mayor serves as Acting Mayor the following approximately 30 days.
Option 3 - Organized alphabetically by Councillor first name	All Councillors are listed in alphabetical order (A-Z) by first name, assigning a Councillor to serve as Deputy Mayor for approximately 30 days according to this alphabetical order. That same assigned Deputy Mayor serves as Acting Mayor the following approximately 30 days.
Option 4 - Organized alphabetically by Ward	All wards are listed in alphabetical order (A-Z), assigning a Councillor to serve as Deputy Mayor for approximately 30 days according to this alphabetical order. That same Deputy Mayor serves as Acting Mayor the following approximately 30 days.

Previous Deputy and Acting Mayor Rosters

For 2021/2022, Deputy and Acting Mayor assignments were determined by preparing a list organized alphabetically by Councillor last name (a variation of Option 2 above).

Appointments	Deputy Mayor	Acting Mayor
October 26, 2021 - November 25, 2021	J. Wright	K. Tang
November 26, 2021 - December 25, 2021	K. Tang	A. Stevenson
December 26, 2021 - January 25, 2022	A. Stevenson	A. Salvador
January 26, 2022 - February 25, 2022	A. Salvador	E. Rutherford
February 26, 2022 - March 25, 2022	E. Rutherford	J. Rice
March 26, 2022 - April 25, 2022	J. Rice	K. Principe
April 26, 2022 - May 25, 2022	K. Principe	A. Paquette
May 26, 2022 - June 25, 2022	A. Paquette	A. Knack
June 26, 2022 - July 25, 2022	A. Knack	M. Janz
July 26, 2022 - August 25, 2022	M. Janz	S. Hamilton
August 26, 2022 - September 25, 2022	S. Hamilton	T. Cartmell

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September 26, 2022 - October 2022 Organizational Meeting	T. Cartmell	J. Wright
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For 2022/2023, Deputy and Acting Mayor assignments were determined by preparing a list organized reverse alphabetically Ward (Option 1 above).

Appointments	Deputy Mayor Ward	Deputy Mayor	Acting Mayor
October 17, 2022 - November 16, 2022	tastawiyiniwak	K. Principe	J. Wright
November 17, 2022 - December 16, 2022	Sspomitapi	J. Wright	S. Hamilton
December 17, 2022 - January 16, 2023	sipiwiyiniwak	S. Hamilton	T. Cartmell
January 17, 2023 - February 16, 2023	pihêsiwin	T. Cartmell	M. Janz
February 17, 2023 - March 16, 2023	papastew	M. Janz	A. Stevenson
March 17, 2023 - April 16, 2023	O-day'min	A. Stevenson	A. Knack
April 17, 2023 - May 16, 2023	Nakota Isga	A. Knack	A. Salvador
May 17, 2023 - June 16, 2023	Métis	A. Salvador	K. Tang
June 17, 2023 - July 16, 2023	Karhiio	K. Tang	J. Rice
July 17, 2023 - August 16, 2023	Ipiihkoohkanipiaohtsi	J. Rice	A. Paquette
August 17, 2023 - September 16, 2023	Dene	A. Paquette	E. Rutherford
September 17, 2023 - October 2023 Organizational Meeting	Anirniq	E. Rutherford	K. Principe

ATTACHMENT

- Options Considered - Deputy Mayor and Acting Mayor Terms - October 24, 2023, to the 2024 Organizational Meeting of Council