

# Report

Date December 6, 2023  
Subject Designation of Acting for 2024

File: 0530-20

## PURPOSE

To consider which Councillor to designate as Acting Mayor for 2024.

## BACKGROUND

Section 130 of the *Community Charter* requires that procedures be established for designating a Councillor as the Acting Mayor and establishing a method for choosing a member to preside if both the Mayor and Acting Mayor are absent.

Section 8(2) of the [Council Procedure Bylaw](#) stipulates that within 180 days (May 1, 2023) of the designation of an Acting Mayor under subsection (1) (November 2, 2022), Council must designate a Councillor to serve, or Councillors to serve on a rotating basis, as Acting Mayor.

On April 5, 2023, Council resolved to designate Councillor Toporowski as the Acting Mayor until December 31, 2023, and that the schedule for the designation be on a one-year rotating basis.

## DISCUSSION

The role of Mayor requires additional responsibilities that the legislation only contemplates one person being responsible for at one time, such as presiding at Council meetings or giving general direction to the CAO on behalf of the Council, respecting the implementation of municipal policies or resolutions of Council.

Council must now decide whether they wish to:

- (1) Designate a Councillor as Acting Mayor for the 2024 calendar year and wait until the end of 2024 to designate a Councillor for 2025, or
- (2) Designate a Councillor(s) as Acting Mayor for each year of the remaining years, 2024, 2025 and 2026.

## OPTIONS

1. **(Recommended Option)** THAT Council designate Councillor \_\_\_\_\_ to serve as Acting Mayor when the Mayor is absent or unable to act from January 1, 2024, to December 31, 2024.
  - *Given that the review of the Council Procedure Bylaw is currently underway and that there is a slight chance that the Council may change the process for who can act in place of the Mayor when they are absent, staff would recommend this option.*
2. THAT Council establish the following rotating schedule for designating a Councillor to serve as Acting Mayor when the Mayor is absent or unable to act:
  - (1) Councillor \_\_\_\_\_ from January 1, 2024, to December 31, 2024;
  - (2) Councillor \_\_\_\_\_ from January 1, 2025, to December 31, 2025; and

(3) Councillor \_\_\_\_\_ from January 1, 2026, to November 1, 2026.

- *Based on the survey responses received from Council, three members selected the rotating schedule to be for one-year terms, one member selected the term to be established to enable all Councillors to serve (i.e., 8-month terms), one member selected that the term be for the entire term of Council, and one member selected the option to allow the mayor to make the designation. Given that less than 50% of all members selected one-year terms, the schedule could change with the adoption of a new procedure bylaw. However, if that happened, a resolution of Council designating different Councillors, or the length of their terms, could be adopted to supersede their previous decision.*

**IMPLICATIONS**

As per the [Council Remuneration Bylaw](#), an additional \$416.65 per month is paid to the Councillor while serving as Acting Mayor. This amount will increase in 2024 by the Consumer Price Index for British Columbia percentage change from 2023 over 2022 (~5% - 8%) (i.e., will be between \$435-\$450 per month served).

**RECOMMENDATION**

THAT Council designate Councillor \_\_\_\_\_ to serve as Acting Mayor when the Mayor is absent or unable to act from January 1, 2024, to December 31, 2024.

Report prepared by:



Michelle Martineau  
Manager, Legislative Services

Report reviewed by:



Talitha Soldera  
General Manager, Corporate Services

**Approved to be forwarded to Council:**



Ted Swabey  
Chief Administrative Officer