

Acting Mayor Information Package

The Acting Mayor position is a non-elected position within the Brampton City Council, established by Council's Procedure By-law 160-2004, as amended. The Acting Mayor basically fulfils the presiding and some administrative duties and responsibilities of the Mayor or Head of Council, when the Mayor is absent.

In accordance with the Procedure By-law, each City Councillor and Regional Councillor (listed alphabetically first by City Councillor then Regional Councillor) is assigned a month to serve as the Acting Mayor in the event the Mayor is absent (illness, vacation or approved leave), unavailable to carry on his duties due to illness or otherwise, or the position is vacant, as follows:

City of Brampton

2018		Acting Mayor - December 2018 to November 2022							
(Dec Bowman)		(Reflective of additional Regional Councillor Appointment)							
2019		2020		2021		2022			
Jan	Singh	Jan	Williams	Jan	Fortini	Jan	Palleschi	Jan	Palleschi
Feb	Whillans	Feb	Dhillon	Feb	Medeiros	Feb	Santos	Feb	Santos
Mar	Williams	Mar	Fortini	Mar	Palleschi	Mar	Vicente	Mar	Vicente
Apr	Dhillon	Apr	Medeiros	Apr	Santos	Apr	Bowman	Apr	Bowman
May	Fortini	May	Palleschi	May	Vicente	May	Singh	May	Singh
Jun	Medeiros	Jun	Santos	Jun	Bowman	Jun	Whillans	Jun	Whillans
Jul	Palleschi	Jul	Vicente	Jul	Singh	Jul	Williams	Jul	Williams
Aug	Santos	Aug	Bowman	Aug	Whillans	Aug	Dhillon	Aug	Dhillon
Sep	Vicente	Sep	Singh	Sep	Williams	Sep	Fortini	Sep	Fortini
Oct	Bowman	Oct	Whillans	Oct	Dhillon	Oct	Medeiros	Oct	Medeiros
Nov	Whillans*	Nov	Williams	Nov	Fortini	Nov	Palleschi	Nov	Palleschi
Dec	Singh*	Dec	Dhillon	Dec	Medeiros				

*- monthly assignment switched by mutual agreement

If a designated Member is unavailable to carry out the duties of Acting Mayor, the designation of Acting Mayor will automatically pass to the next Member on the roster.

Roles and Responsibilities of the Acting Mayor:

In accordance with section 242 of the *Municipal Act, 2001*, when the Mayor or Head is absent , refuses to act or the office is vacant, the Council may, by by-law, appoint a member of Council to act in the place of the Head of Council. The Acting Mayor has all the powers and duties of the Head of Council in regard to presiding at meetings.

In accordance with the Procedure By-law, the Acting Mayor's specific duties include:

- all the powers and duties of the Mayor in regard to presiding at meetings
- for a meeting of the Council, in the event the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting, the Acting Mayor shall assume the chair for the meeting and call the meeting to order and shall preside until the arrival of the Mayor

There may also be additional administrative responsibilities, in the absence of the Mayor, including but not limited to:

- Corporate document execution (e.g., agreements) on behalf of the municipality, in accordance with Council resolutions and by-laws.
- fulfilling Head of Council responsibilities under Emergency Plan By-law 265-2014 and the *Emergency Management and Civil Protection Act*.

Appendix 1 contains relevant extracts from the *Municipal Act, 2001*, in regard to the Acting Mayor.

Appendix 2 contains relevant extracts from Procedure By-law 160-2014, as amended, in regard to the Acting Mayor.

Appendix 3 is a link to the [Council Event Protocol](#), which references the Acting Mayor.

Updates:

October 18, 2019 – to switch November and December 2019 Acting Mayor assignment, by mutual agreement of affected Councillors.

Appendix 1

Extracts from *Municipal Act, 2001*, Regarding “Acting Mayor”

PART VI

PRACTICES AND PROCEDURES

MUNICIPAL ORGANIZATION AND ADMINISTRATION

Role of council

224 It is the role of council,

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act. 2001, c. 25, s. 224; 2006, c. 32, Sched. A, s. 99.

Section Amendments with date in force (d/m/y)

Role of head of council

225 It is the role of the head of council,

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act. 2001, c. 25, s. 225; 2006, c. 32, Sched. A, s. 100.

Section Amendments with date in force (d/m/y)

Substitution

226 A municipality may, with the consent of the head of council, appoint a member of council to act in the place of the head of council on any body, other than on the council of another municipality, of which the head of council is a member by virtue of being head of council. 2001, c. 25, s. 226.

Head of council as chief executive officer

226.1 As chief executive officer of a municipality, the head of council shall,

- (a) uphold and promote the purposes of the municipality;
- (b) promote public involvement in the municipality's activities;
- (c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- (d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents. 2006, c. 32, Sched. A, s. 101.

PROCEDURE BY-LAW

Procedure by-law

Definitions

238 (1) In this section and in sections 239 to 239.2,

“committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards; (“comité”)

“local board” does not include police services boards or public library boards; (“conseil local”)

Note: On a day to be named by proclamation of the Lieutenant Governor, the definition of “local board” in subsection 238 (1) of the Act is amended by striking out “police services boards” and substituting “police service boards”. (See: 2018, c. 3, Sched. 5, s. 35 (8))

“meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

- (a) a quorum of members is present, and
- (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee. (“réunion”) 2001, c. 25, s. 238 (1); 2006, c. 32, Sched. A, s. 102 (1, 2); 2017, c. 10, Sched. 1, s. 25 (1).

Procedure by-laws respecting meetings

(2) Every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings. 2001, c. 25, s. 238 (2).

Notice

(2.1) The procedure by-law shall provide for public notice of meetings. 2006, c. 32, Sched. A, s. 102 (3).

Outside municipality

(3) The procedure by-law may provide that meetings be held and public offices be kept at a place outside the municipality within an adjacent municipality. 2001, c. 25, s. 238 (3).

Electronic participation

(3.1) The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent

and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time. 2017, c. 10, Sched. 1, s. 25 (2).

Same

(3.2) The applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public. 2017, c. 10, Sched. 1, s. 25 (3).

Presiding officer

(4) The procedure by-law may, with the consent of the head of council, designate a member of council, other than the head of council, to preside at meetings of council. 2006, c. 32, Sched. A, s. 102 (4).

Secret ballot

(5) A presiding officer may be designated by secret ballot. 2006, c. 32, Sched. A, s. 102 (4).

Calling of meetings

240 Subject to the procedure by-law passed under section 238,

- (a) the head of council may at any time call a special meeting; and
- (b) upon receipt of a petition of the majority of the members of council, the clerk shall call a special meeting for the purpose and at the time mentioned in the petition. 2001, c. 25, s. 240.

Head of council

241 (1) The head of council, except where otherwise provided, shall preside at all meetings of the council. 2001, c. 25, s. 241 (1).

Power to expel

(2) The head of council or other presiding officer may expel any person for improper conduct at a meeting. 2001, c. 25, s. 241 (2).

Absence of head

242 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 member, as the case may be, with respect to the role of presiding at meetings. 2006, c. 32, Sched. A, s. 105; 2017, c. 10, Sched. 1, s. 28.

Appendix 2

Extracts from Procedure By-law 160-2004, as amended, Regarding the “Acting Mayor”

3. MAYOR NOT PRESENT

- 3.1 When the Office of the Mayor is vacant, or when the Mayor is unable to carry on their duties through illness or otherwise, or when the Mayor is absent from the office in the course duties, or on vacation or an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor, with respect to the role of presiding at meetings. **(By-law 264-2017)**
- 3.2 At the beginning of each term of the council, the Clerk shall prepare and circulate a list setting out the month(s) during which each member of the council may be called upon to hold the position of Acting Mayor.
- 3.3 The aforementioned Acting Mayor list shall be prepared by listing the City Councillors in alphabetical order, followed by the Regional Councillors in alphabetical order.
- 3.4 Should any designated member be unable to carry out the duties of Acting Mayor, the designation of Acting Mayor will automatically pass to the next member on the alphabetical listing.

5. CALLING A MEETING TO ORDER AND QUORUM

- 5.1 The chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting that a quorum is present.
- 5.2 (a) For a meeting of the council, in the event the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting, the Acting Mayor shall assume the chair for the meeting and call the meeting to order and shall preside until the arrival of the Mayor and, while presiding, shall have all the powers of the Mayor.
- (b) For a meeting of a committee, in the event the chair does not attend within fifteen (15) minutes after the time appointed for a meeting, the co-chair or vice-chair, or other member, shall assume the chair for the meeting and call the meeting to order and shall preside until the arrival of the chair and, while presiding, shall have all the powers of the chair.