



Staff Report

Administration – Town Clerk

Report To: Council Meeting
Meeting Date: November 29, 2021
Report Number: FAF.21.203
Title: Declaration of Deputy Mayor Office to be Vacant following the Passing of Deputy Mayor Rob Potter on November 14, 2021
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report FAF.21.203, entitled “Declaration of Deputy Mayor Office to be Vacant following the Passing of Deputy Mayor Rob Potter on November 14, 2021”;

AND THAT, in accordance with section 262 of the *Municipal Act, 2001*, Council of the Town of The Blue Mountains does hereby declare the office of Deputy Mayor to be vacant.

B. Overview

This staff report is provided to Council with a heavy heart, following the passing of Deputy Mayor Rob Potter on November 14, 2021. This staff report recommends that Council declare the office of the Deputy Mayor to be vacant.

C. Background

As is required by the *Municipal Act*, following the passing of a member, Council of the municipality shall declare the office to be vacant at one of the next two meetings.

D. Analysis

The *Municipal Act* (“Act”) directs that if the office of a member of Council becomes vacant following the passing of a member, that Council shall, at either of its next two meetings, declare the office to be vacant. The Act also states that if the Council member is a member of both a local municipality and its upper-tier municipality, that both offices become vacant with the passing of the member.

In accordance with the Act, if a vacancy occurs in the office of a member of Council, the municipality shall, within 60 days after the day a declaration of vacancy is made, appoint a person to fill the vacancy or pass a by-law requiring a by-election be held to fill the vacancy. Staff will provide Council with a staff report directly to the December 13, 2021 Council Meeting outlining options available to fill the vacancy.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None

G. Financial Impacts

None

H. In Consultation With

Shawn Everitt, Chief Administrative Officer
Will Thomson, Director of Legal Services

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk townclerk@thebluemountains.ca.

J. Attached

None

Respectfully submitted,

Corrina Giles
Town Clerk

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Report Approval Details

Document Title:	FAF.21.203 Declaration of Deputy Mayor Office to be Vacant following the Passing of Deputy Mayor Potter.docx
Attachments:	
Final Approval Date:	Nov 19, 2021

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Nov 19, 2021 - 12:52 PM