



**City of Kingston
Report to Council
Report Number 25-116**

To: Mayor and Members of Council
From: Janet Jaynes, City Clerk
Resource Staff: Same
Date of Meeting: April 1, 2025
Subject: Head of Council Vacancy

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

Mayor Bryan Paterson has been confirmed as the nominee for the Conservative Party of Canada for the Federal Electoral Riding of Kingston and the Islands. Mayor Paterson is taking a leave of absence from City Council during the federal election campaign.

The purpose of this report is to provide Council with procedural information with respect to Deputy Mayor coverage during the federal election campaign period and any potential Head of Council (Mayor) vacancy.

Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY CITY CLERK

Janet Jaynes, City Clerk

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate & Emergency Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Ian Semple, Acting Commissioner, Transportation & Infrastructure Services	Not required

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Options/Discussion:

A federal election has been called for Monday, April 28, 2025. The federal election campaign period will be March 23 to April 28, 2025.

During the campaign period, while Mayor Bryan Paterson is on a leave of absence, the incumbent Deputy Mayor will be delegated the authority to act as Mayor pursuant to Section 4.7 of the Council Procedural By-Law.

- 4.7 Pursuant to Section 23.1 of the Act, the Deputy Mayor is hereby delegated the authority to act from time to time when the Mayor is unable or refuses to act or the office is vacant to provide representation at Meetings or events, to sign legal documents pursuant to Subsection 16.2 of this By-Law, and to act in any other capacity as required to fulfill the obligations and requirements generally performed by the Mayor.

Strong mayor powers and duties do not transfer to an interim or acting Mayor, or a Deputy Mayor serving in the role of Mayor.

The upcoming Deputy Mayor rotation is:

- April and May 2025 – Councillor Glenn
- June and July 2025 – Councillor Cinanni
- August and September 2025 – Councillor Chaves

Should Mayor Bryan Paterson be elected to the House of Commons, he would be required to resign his seat as Mayor, in writing to the City Clerk, and the seat must be declared vacant at the following Council meeting. Municipalities that have strong mayor powers are required to fill the Head of Council's seat through a by-election (see [section 284.12](#) of the *Municipal Act*). The rules and timelines for municipal by-elections would apply (see [section 65](#) of the *Municipal Elections Act*).

In the absence of alternative direction, the Head of Council (Mayor) role would continue to be filled by the incumbent Deputy Mayor on a rotating two-month basis during a by-election as set out in the Council Procedural By-Law.

Alternative direction could include Council appointment of a Deputy Mayor to serve as the Head of Council during the by-election period and until the newly elected Mayor is sworn in, a process that is estimated to take five to six months.

Appointment of a Deputy Mayor to serve as the Head of Council during this time may provide consistency of leadership to staff, Council and external boards on which the Head of Council serves.

Any member appointed for this term would not be excluded from running in the mayoral by-election.

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Staff will prepare a report with options for Council's consideration with respect to temporarily filling the Head of Council role, in the event that the seat becomes vacant.

Financial Considerations

None

Contacts:

Janet Jaynes, City Clerk, 613-546-4291 extension 1262

Other City of Kingston Staff Consulted:

Derek Ochej, Deputy City Clerk

Exhibits Attached:

None