

Title: **Vacancy of a Councillor's Seat**
Number: **CP2025-12**
Effective Date: **2025 September 23**
Responsible Business Unit: **City Clerk's Office**

1. PURPOSE

1.1 The purpose of this Council Policy is to provide guidance to Council and to Administration on the implications of a Vacancy of a Councillor's Seat.

2. APPLICABILITY

2.1 This Council Policy applies to:

- a) Council; and
- b) City Administration.

3. POLICY STATEMENT

3.1 Council will take reasonable steps to ensure that, while there is a Vacancy of a Councillor's Seat:

- a) Residents of the ward under the Vacant Seat continue to receive support from a Ward Office;
- b) Matters pertaining to the ward under the Vacant Seat, including the employment of Assistants for the Ward Office, will continue to receive due consideration;
- c) Applications to the Ward Community Event Fund for the ward under the Vacant Seat will continue to be processed; and
- d) Vacancies on the Deputy Mayor roster, on Council Committees, and on other bodies are reviewed and considered by Council.

4. ROLES AND RESPONSIBILITIES

4.1 Council is responsible for:

- a) providing one or more options for residents of a ward under a Vacant Seat to continue to communicate with Council.
- b) determining if a councillor will assume responsibility for the employment of Assistants for the Ward Office under the Vacant Seat as set out in the *Councillors Assistants Policy* (CP2025-15).
- c) filling vacancies on the Deputy Mayor roster.

- d) considering whether it is necessary or desirable to fill any vacancies on Council Committees and on other bodies to which Council makes appointments arising from a Vacancy on Council, in alignment with, as applicable:
 - i. the *Procedure Bylaw*;
 - ii. the Council Policy on *Governance and Appointments of Boards Commissions and Committees* (CP2016-03); or
 - iii. the respective governing documents of each body.
- e) determining whether one or more councillors for wards neighbouring a ward under a Vacant Seat will undertake informal activities in relation to that ward such as:
 - i. participating in community activities and events;
 - ii. providing updates to residents through newsletters, social media or other communications channels; or
 - iii. acting as a conduit to Administration and to Council for community and resident concerns arising within the ward.

4.2 The City Clerk is responsible for bringing forward a report to Council to support Council's role and responsibilities under this Council Policy when a Vacancy on Council occurs.

5. DEFINITIONS

5.1 In this Council Policy:

- a) **Assistant** means a person employed by a councillor pursuant to the *Councillors Assistants Policy* (CP2025-15);
- b) **City Administration** means the Chief Administrative Officer or an employee accountable to the Chief Administrative Officer;
- c) **Council** means the mayor and councillors duly elected in the city who continue to hold office;
- d) **Council Committee** means a committee, board or other body established by Council under the *Municipal Government Act (MGA)* but does not include an assessment review board established under section 454 (*MGA*) or a subdivision and development appeal board established under section 627 (*MGA*);
- e) **Deputy Mayor** means the councillor appointed by Council as deputy chief elected official pursuant to section 152 of the *MGA*;
- f) **Seat** means a position on Council normally occupied by an individual councillor elected for a ward;
- g) **Vacancy** means the circumstance that results when a councillor ceases to occupy their seat prior to the expiry of their term of office through death, disqualification, resignation or any other reason provided for in the *MGA*;

- h) **Vacant Seat** means a seat for a councillor that is unoccupied as a result of a Vacancy; and
- i) **Ward Office** means the space, equipment, supplies and budgets assigned to an individual councillor, not including the mayor, to support them in the fulfilment of their duties, and any Assistants or contractors of each councillor.

6. ASSOCIATED GOVERNANCE

6.1 The contents of this Council Policy are in alignment with the associated governing documents:

- a) *Municipal Government Act*, RSA 2000, c. M-26, as amended;
- b) *Councillors' Budgets and Expenses Bylaw 36M2021*, as amended;
- c) *Procedure Bylaw 42M2025*, as amended;
- d) *Governance and Appointments of Boards, Commissions and Committees Policy (CP2016-03)*, as amended; and
- e) *Councillors Assistants Policy (CP2025-15)*, as amended.

7. HISTORY

Action	Date	Approval	Description
Clerical Correction	2025 Sep 23	Policy lead	Formatting changes. Updated document names, definition
New	2025 Sep 16	EC2025-0534	New policy