

**‘Alternate’ Acting Mayor Schedule:**

2018		2019		2020		2021		2022	
Month	Ward Councillor	Month	Ward Councillor	Month	Ward Councillor	Month	Ward Councillor	Month	Ward Councillor
December	Ward 1	January	Ward 2	January	Ward 7	January	Ward 5	January	Ward 3
		February	Ward 3	February	Ward 1	February	Ward 6	February	Ward 4
		March	Ward 4	March	Ward 2	March	Ward 7	March	Ward 5
		April	Ward 5	April	Ward 3	April	Ward 1	April	Ward 6
		May	Ward 6	May	Ward 4	May	Ward 2	May	Ward 7
		June	Ward 7	June	Ward 5	June	Ward 3	June	Ward 1
		July	Ward 1	July	Ward 6	July	Ward 4	July	Ward 2
		August	Ward 2	August	Ward 7	August	Ward 5	August	Ward 3
		September	Ward 3	September	Ward 1	September	Ward 6	September	Ward 4
		October	Ward 4	October	Ward 2	October	Ward 7	October	Ward 5
		November	Ward 5	November	Ward 3	November	Ward 1	November	Ward 6
		December	Ward 6	December	Ward 4	December	Ward 2		

**Procedure:**

1. An Acting Mayor is required where the Mayor is unavailable to fulfill his duties as Head of Council due to illness or absence from Newmarket.
2. The Acting Mayor is always the Deputy Mayor and Regional Councillor.
3. An ‘alternate’ Acting Mayor is required when the Mayor, and Deputy Mayor and Regional Councillor are both unavailable to fulfill Head of Council duties due to illness or absence from Newmarket.
4. Where a Ward Councillor is unavailable to fulfill duties of ‘alternate’ Acting Mayor, next available Ward Councillor in order of Ward number is deemed to be the ‘alternate’ Acting Mayor.
5. Availability is provided to the Clerk in writing and Clerk’s determination of who is considered the ‘alternate’ Acting Mayor is final.
6. Where the Acting Mayor or ‘alternate’ Acting Mayor is required, the Clerk will provide an email notice to Council, the Chief Administrative Officer and Commissioners. The notice will include who is assuming Head of Council duties, and the required duration.