

Staff Report to Council

Title: Declare Seat of Deputy Mayor
Andrea Clarke Vacant

Report Number: Legislative Services-2026-10

Director: Corporate Services

Manager: Legislative Services

Meeting Date:
Wednesday, April 22, 2026

Date to be considered by Council:
Wednesday, April 22, 2026

Recommendation:

Whereas Andrea Clarke was elected as Deputy Mayor for the Municipality of Kincardine for the 2022-2026 term and was a dedicated and valuable member of Council and various committees;

Whereas Deputy Mayor Clarke resigned her seat on April 13, 2026;

Now therefore be it resolved that the Office of Deputy Mayor occupied by Andrea Clarke be declared vacant in accordance with section 262 (1) of the Municipal Act, 2001, S.O. 2001, c. 25.

Executive Summary:

Andrea Clarke was first appointed as Councillor Ward 1 on June 16, 2021 and was elected as Deputy Mayor for the Municipality of Kincardine for the 2022-2026 term. She has been a dedicated and valuable member of Council and various committees of Council. Deputy Mayor Clarke resigned her seat on April 13, 2026. In accordance with the Municipal Act, 2001, S.O. 2001, c.25 when the office of a member of Council becomes vacant under section 259, Council is required to declare the office vacant.

Strategic Priorities:

D.15-Serve, communicate, collaborate and engage with the community to build trust and confidence in municipal services, Council and staff

Financial Considerations:

There are no financial implications for this motion.

Policy:

Municipal Act, 2001, S.O. 2001, c.25

Context and Background Information:

Andrea Clarke was appointed as Councillor Ward 1 on June 16, 2021, and was elected as Deputy Mayor for the Municipality of Kincardine for the 2022-2026 term. As well as being a valued member of Council, over the past two terms, she represented Council on the Inclusion, Diversity, Equity and Access Advisory Committee, Arts, Culture and Heritage, Physician Recruitment Committee, Accessibility Advisory Committee, Striking Committee Community Investment Grant Review Team, and the Strategic Planning Ad-Hoc Working Group.

She is heavily involved in many community organizations as well as being a driving force in the creation of the Afro Caribbean Youth Awards that is dedicated to recognizing and celebrating the achievements of Afro Caribbean Youth residing in Bruce and Grey Counties. Helping to organize the awards ceremony to honour and showcase the talents, accomplishments, and contributions of young individuals from the Afro Caribbean community.

With the resignation of Andrea Clarke on April 13, 2026, Council is required to declare her office of Deputy Mayor vacant Per section 262 (1) of the Municipal Act at the April 22, 2026.

Consultation Overview:

N/A

Origin:

Municipal Act, 2001, S.O. 2001, c.25

Implementation Considerations:

At this meeting, staff will provide a separate report on how the vacancy may be filled for Council's consideration. Staff will also provide details on the committee positions to be filled.

Per the Municipal Act, s.263(5) within 60 days after the day a declaration of vacancy is made with respect to the vacancy the municipality shall **appoint** a person to fill the vacancy.

Two things to note as this is a regular election year:

- Per the Municipal Election Act, s. 65 (2) despite any Act, no by-election shall be held to fill an office that becomes vacant after March 31 in the year of a regular election. Therefore, the vacant office must be filled by appointment.
- Per the Municipal Act, s.263 (5) s., only if a vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy. In this regular election year, that would be July 28, 2026.

Risk Analysis:

In accordance with the Municipal Act, 2001, S.O. 2001, c.25 when the office of a member of Council becomes vacant under section 259, Council is required to declare the office vacant.

Attachments: None

Prepared by: Jennifer Lawrie, Manager of Legislative Services/Clerk

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