



City of New Westminster

Report to Council

To: New Westminster City Council
in Regular Council

Meeting Date: November 17, 2025

From: Hanieh Berg, Corporate Officer

Report No.: 2025-332

**Re: Proposed 2026 Council Meeting Schedule & Response to Referral:
Appointment of Acting Mayor**

Staff Recommendation

1. *THAT the 2026 Schedule of Council Meetings, included as Attachment 1 to the staff report titled "Proposed 2026 Schedule of Council Meetings and Appointment of Acting Mayor," dated November 3, 2025 from the Corporate Officer, be approved.*
 2. *THAT the April 13, 2026 and September 21, 2026 Regular Council meetings be held at the Queensborough Community Centre.*
 3. *THAT the following Acting Mayors be designated until November 2, 2026:*
 - a. *November 2025 to December 2025 – Councillor Campbell*
 - b. *January 2026 to February 2026 – Councillor McEvoy*
 - c. *March 2026 to April 2026 – Councillor Henderson*
 - d. *May 2026 to June 2026 – Councillor Nakagawa*
 - e. *July 2026 to August 2026 – Councillor Minhas*
 - f. *September 2026 to October 2026 – Councillor Fontaine.*
-

Purpose

To seek approval of the 2026 Council meeting schedule and to designate Councillors to act in place of the Mayor when the Mayor is absent or otherwise unable to act.

Background

At the November 3, 2025 Regular Council meeting, the following referral was made:

THAT the report titled "Proposed 2026 Council Meeting Schedule & Appointment of Acting Mayors" dated November 3, 2025 be referred back to staff.

During Council's consideration of the matter, there was discussion regarding scheduling the second Regular Council meeting in March to the week following spring break (March 16th to March 27th). Further, there was interest in adjusting the start time of Workshop meetings to commence earlier, whereby Closed would be scheduled to start at 10 a.m.

and Open would be scheduled to start at 1 p.m. Also, there was an inquiry regarding the designation of a member of Council to act in place of the Mayor in the year of general local elections.

This report responds to the referral made at the November 3, 2025 Regular Council meeting as well as Council's discussion related to the proposed schedule.

A revised proposed 2026 Council Meeting Schedule is included as Attachment 3, which captures the scheduling of the second Regular Council Meeting in March to the week of following spring break as well as the earlier start time of Workshop meetings, i.e., 10 a.m. for Closed and 1 p.m. for Open.

Analysis

Regular Council Meeting Schedule

Regular Council meetings are scheduled for each calendar year to provide certainty on dates, times and locations. All Regular Council meetings are open to the public and streamed live on the City's website. In accordance with the *Community Charter* and the *Council Procedure Bylaw* No. 6910, Council must provide advance public notice of Council meetings, and, at least once per year, publish the availability of the Council meeting schedule. The meeting schedule lists all Regular Council, Regular (Closed) Council, Regular Council for Workshop, and Regular (Closed) Council for Workshop meetings for the year.

The 2026 schedule follows the 2025 schedule in that Regular Council and Regular Council for Workshop meetings are scheduled on alternate Mondays. Workshop meetings are intended to offer Council and staff an opportunity to delve into key issues the City is facing and guide staff in the advancement of departmental work plans in alignment with the 2023-2026 Strategic Plan. It should be noted that Workshop meetings are Regular Council meetings, held for the purposes of Workshop; although they are less formal than Regular Council meetings, Council is seated in a legislative capacity and has the same authority with respect to the consideration of matters brought before them in Workshop as they do during a Regular meeting.

The proposed 2026 Council Meeting Schedule includes 18 Regular and Regular (Closed) meetings, two of which will be held at Queensborough Community Centre, and 12 Regular Council for Workshop meetings. This contrasts with 22 Regular Council meetings in 2025, primarily due to general local elections on October 17, 2026.

Designation of Acting Mayor

Provisions of Community Charter & Council Procedure Bylaw

Pursuant to [section 130](#) of the *Community Charter*, Council must, in accordance with its procedure bylaw, provide for the designation of a councillor as the member responsible for acting in the place of mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant. While the *Community Charter* requires that a procedure bylaw include provisions for the designation of an acting mayor, it does not prescribe how that designation must occur. The specific approach is therefore determined by each municipality through its own procedure bylaw.

Part 3 of *Council Procedure Bylaw* No. 6910 sets out the process for appointing an acting mayor, providing that Council will designate members on a rotating basis throughout the year.

Past Practice

The City has followed a rotational system for the appointment of acting mayor, including during the years where general local elections take place in accordance with *Council Procedure Bylaw* No. 6910. Historically, the rotation of acting mayor is recommended by the Mayor in the year of an election; in subsequent years during the same term of office for mayor and councillors, the Corporate Officer has brought forward for convenience the same rotational schedule for Council-consideration.

Municipal Scan

An informal scan of other Lower Mainland municipalities with respect to their practice on the provision of acting mayor was conducted and in particular in relation to said practice in the year of general local elections; the table below reflects posted procedure bylaws and responses received as of November 7, 2025.

	Municipality	Procedure Bylaw Requirement	Practice During a General Election Year
1.	Burnaby	Appointment by rotation amongst each Councillor	Same as other years
2.	Coquitlam	Appointment by rotation amongst each Councillor	Same as other years
3.	Delta	Appointment of single Councillor	Same as other years
4.	Langley (City)	Appointment by rotation amongst each Councillor	Same as other years
5.	Langley (Township)	Appointment by rotation amongst each Councillor	Same as other years
6.	Pitt Meadows	Appointment by rotation amongst each Councillor	Same as other years
7.	Port Coquitlam	Appointment by rotation amongst each Councillor	Same as other years
8.	Port Moody	Appointment by rotation amongst each Councillor	Same as other years
9.	Richmond	Appointment by rotation amongst each Councillor	Same as other years
10.	Surrey	Appointment by rotation amongst each Councillor	Same as other years
11.	Vancouver	Appointment of single Councillor ¹	New for 2026; previously same as other years
12.	White Rock	Appointment by rotation amongst each Councillor	Same as other years

¹ On October 27, 2025, Vancouver Mayor Ken Sim released a [statement](#) appointing a member of Council as Vancouver's Deputy Mayor.

Financial Implications

It is recommended that two meetings be held at the Queensborough Community Centre (April 13th and September 21st). The cost of hosting each of these meetings is approximately \$11,000 and can be absorbed in Legislative Services annual operating budget.

Next Steps

Subject to Council-approval, the 2026 Council Meeting Schedule will be published in accordance with the *Community Charter*.

Attachment

- Attachment 1 – Proposed 2026 Council Meeting Schedule
- Attachment 2 – Proposed 2026 Council Meeting Schedule, with earlier start time for Workshops
- Attachment 3 – Proposed 2026 Council Meeting Schedule, with adjustment for March and earlier start time for Workshops

Report Approval

Authored By
Hanieh Berg, Corporate Officer

Approved By
Lisa Spitale, Chief Administrative Officer