

## Policy 100.24 Deputy Mayor Protocol

Established: December 12, 2022

Contact Department: Corporate Services

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### Guiding Principle

- Council governs through policy to enhance process and procedures that aid Council in making decisions and resolutions on behalf of the community and its wellbeing.

### Purpose

- This policy provides a protocol for the role and responsibilities of the Deputy Mayor position.

### Application

- This policy applies to the position of, and the Council member appointed to the role of the Deputy Mayor.

### Policy Statement(s)

#### **1. Appointment of the Deputy Mayor:**

The Deputy Mayor is to be appointed in accordance with the Council Procedure Bylaw.

#### **2. Acting In Place of the Mayor:**

The Deputy Mayor will be required to act in place of the Mayor, when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

#### **3. Representing the Municipality/Attending Events:**

The Deputy Mayor may be required to represent the municipality at official functions and community gatherings, concurrently with or on behalf of the Mayor.

The Deputy Mayor may also be required to attend meetings with Regional, Provincial and Federal government officials, as requested by the Mayor.

The Deputy Mayor is to provide a second elected official's voice at meetings and when communicating back to Council.

#### **4. Agenda Review Meetings:**

The Deputy Mayor will be required to attend agenda review meetings. Agenda review meetings are coordinated through the Corporate Services Department.

#### **5. Chairing of Committee of the Whole Meetings:**

The Deputy Mayor will be required to preside over Committee of the Whole meetings when in attendance.

**6. Serving as Signatory on Documents:**

If the Mayor's signature is required but the Mayor is not available, the Deputy Mayor may be asked to sign a document as the Deputy Mayor. This responsibility is coordinated through the Corporate Services Office to ensure the appropriate due diligence has been carried out prior to requesting the signature.

**7. Remuneration:**

The Deputy Mayor is to be paid an additional monthly stipend in accordance with Policy 100.17 "Council Remuneration".

Amendments/Reviews

Date of Council Consideration	Resolution/Report	Description