



TO:	GENERAL COMMITTEE
SUBJECT:	DEPUTY MAYOR POSITION
WARD:	ALL
PREPARED BY AND KEY CONTACT:	W. COOKE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES EXT. 4560
SUBMITTED BY:	W. COOKE, CITY CLERK/DIRECTOR OF LEGISLATIVE AND COURT SERVICES
GENERAL MANAGER APPROVAL:	D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES
CHIEF ADMINISTRATIVE OFFICER APPROVAL:	M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That a By-law be passed to:
 - a) Appoint Councillor, B. Ward as Deputy Mayor for the term of December 17, 2018 to November 30, 2020; and
 - b) Appoint Councillor, D. Shipley as Deputy Mayor for the term of December 1, 2020 to November 14, 2022.

PURPOSE & BACKGROUND

2. This Report is being presented by the City Clerk, on behalf of Mayor, J. Lehman.
3. Section 226 of the *Municipal Act, 2001* provides that:

A municipality may, by by-law or resolution, appoint a member of the council to act in the place of the head of council or other member of council designated to preside at meetings in the municipality's procedure by-law when the head of council or designated member is absent or refuses to act or the office is vacant, and while so acting such member has all the powers and duties of the head of council or designated member, as the case may be, with respect to the role of presiding at meetings."
4. In response to an Item for Discussion in December of 2017, staff previously conducted a review of the Deputy Mayor role in other municipalities. The responsibilities of the Deputy Mayor in other municipalities include presiding over meetings, the signing of official documentation in the absence of the Mayor, and attendance events on behalf of the Mayor and City Council.
5. Previously, at the beginning of each new Term of Council, City Council enacted a by-law appointing Acting Mayors. The Acting Mayors rotated on a monthly basis and each Councillor had the opportunity to be an Acting Mayor four to five times each Term of Council.

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6. City Council at the meeting of May 14, 2018 adopted motion 18-G-106, as follows:
- "1. That a Deputy Mayor position be created for the 2018 - 2022 Term of Council, with the Mayor to provide a recommendation for the appointment of a Deputy Mayor subject to the approval of Council.
 2. That staff in Legislative and Court Services Department prepare a job description for the Deputy Mayor position for inclusion as part of the Structure of Committees of Council Report to be considered at the first General Committee Meeting of the 2018-2022 Term of Council.
 3. That the Deputy Mayor receive additional compensation in the amount of \$5,000 per year and an additional car allowance of \$100 per month."

ANALYSIS

7. Mayor Lehman has selected Councillor, B Ward and Councillor, D. Shipley for the role of Deputy Mayor based on their tenure as members of City Council, as he deemed that their experience and knowledge of The Corporation will be of benefit to this role.
8. Paragraph 2 of motion 18-G-106, directed City staff to prepare a job description for the Deputy Mayor position. Based on Section 225 of the *Municipal Act*, the role of the Deputy Mayor would be to act in the capacity of the Mayor either in his/her absence, or alongside him/her. The role of the Mayor is identified as follows:
 - a) To act as chief executive officer of the municipality;
 - b) To preside over council meetings so that its business can be carried out efficiently and effectively;
 - c) To provide leadership to the council;
 - c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council;
 - d) To represent the municipality at official functions; and
 - e) To carry out the duties of the head of council under this or any other Act.
9. In consultation with Mayor Lehman, the responsibilities of the Deputy Mayor for the 2018-2022 Term of Council would include the following:
 - Attending events on behalf of the Mayor;
 - Acting as Chair of the Finance and Corporate Services Committee in the years that they are not serving as Deputy Mayor;
 - Maintaining an active working role on Council's Strategic Priorities, assisting the Mayor and Council to advance special projects or initiatives supportive by Council's direction; and
 - Acting as Chair of General Committee or presiding over City Council Meetings in the Mayor's absence or in the case of the Mayor declaring a conflict of interest.

ENVIRONMENTAL MATTERS

10. There are no environmental matters related to the recommendation.

ALTERNATIVES

11. The following alternative is available for consideration by General Committee:

Alternative #1

General Committee could consider appointing one person for the entire term to the Deputy Mayor position.

This alternative is available for consideration. The splitting of the term has been recommended by Mayor Lehman.

FINANCIAL

12. In accordance with motion 18-G-106, the additional remuneration of \$5,000 per year for the Deputy Mayor position, and an additional \$100 per month for the Deputy Mayor's car allowance, has been included as part of the 2019 Business Plan.

LINKAGE TO COUNCIL'S STRATEGIC PLAN

13. The recommendations included in this Staff Report are not specifically related to the goals identified in the City Council's Strategic Plan.