



Subject: Deputy Mayor Position
Report Number: CLK 19-33
Author: Amelia Jaggard, Deputy Clerk
Meeting Type: Council Meeting
Meeting Date: Monday, December 9, 2019

Recommendation:

THAT Council receive Report CLK 19-33 Deputy Mayor Position;

AND THAT Council appoint _____ as Deputy Mayor for a term ending November 14, 2022;

AND THAT an additional \$1,300.00 remuneration be provided for this position annually;

AND THAT a By-Law be brought forward for Council consideration.

Background:

At the Council meeting on December 10, 2018, Council passed the following resolution:

Moved By: Councillor Luciani

Seconded By: Councillor Rosehart

THAT Council receives Report CLK 18-34 Deputy Mayor Position;

AND THAT Council appoint Councillor Beres as Deputy Mayor for a 1 year/month term;

AND THAT an additional \$1,300.00 remuneration be provided for this position;

AND THAT a By-Law be brought forward for Council consideration.

Carried.

Discussion:

Section 242 of the Municipal Act, 2001 states that a municipality may appoint a member of council to act in the place of the head of council when the head of council is absent, refuses to act or the office is vacant. Such member would have all the powers and duties of the head of Council in his/her absence. The head of council is the Mayor for

the Town of Tillsonburg and Section 225 of the Act sets out the role of the head of council which includes: acting as chief executive officer of the municipality; presiding over council meetings; providing leadership to council; representing the municipality at official functions; and carrying out the duties of the head of council under the Municipal Act, 2001 or any other Act.

The Town's Procedural By-Law 4173 section 3.2 (3) refers to the Deputy Mayor to act in the absence of the Mayor and section 5.4(2) states that the Deputy Mayor shall preside over meetings in the Mayors absence.

Most municipalities who do not have an elected Deputy Mayor appoint an Acting/Deputy Mayor. The Town's procedural By-Law states that the Deputy Mayor position shall be for the term of Council unless Council determines otherwise.

Part 12 of Procedural By-Law 4173, describes a process to appoint a Deputy Mayor. The Deputy Mayor shall be elected by open vote and the Town Clerk shall preside over the election.

Before accepting any nominations, the Town Clerk shall select a person other than a member of Council, in attendance at the election meeting who, when required shall draw a name from a ballot box in the event of a tied vote. The CAO, Ron Shaw shall be selected as the person to draw a name in the event of a tied vote.

Each nomination shall be in writing, signed by both the nominator and a seconder. The nomination forms shall be provided to the Town Clerk immediately after the announcement of the election. If more than one member of Council has been nominated then an open vote shall take place. The Town Clerk shall call the names of the members of Council in alphabetical order according to surnames and each member shall verbally indicate the nominee of their choice. The Town Clerk shall announce the results of the vote.

If only one member of Council has been nominated, a resolution shall be passed and a by-law brought forward for Council's consideration.

Staff are recommending that the Deputy Mayor position be appointed for the remainder of the Council term ending on November 14, 2022. The Head of Council has responsibilities under the Emergency Management and Civil Protection Act (EMCPA) and plays a role in the municipality's Emergency Response Plan (ERP). Significant time is invested in training and exercise programs for persons involved in the ERP to ensure preparedness in the event of an emergency. Having consistency in the role of the Deputy Mayor can better equip the Deputy Mayor to fulfill their duties in the absence of the Head of Council.

The current Deputy Mayor position ends on December 31, 2019. Council must determine if they want to appoint a Deputy Mayor, what the term shall be and if additional remuneration will be provided. The current Deputy Mayor position was

compensated \$1,300.00 in addition to the Councillor remuneration. If a Deputy Mayor is appointed for a term shorter than the remainder of the term of Council then a report to provide for the position shall be provided at that time.

Option 1: Deputy Mayor Position

THAT Council receives report CLK 19-33 Deputy Mayor Position, as information.

Option 2: To Appoint a Deputy Mayor

THAT Council receives report CLK 19-33 Deputy Mayor Position, as information;
AND THAT Council appoint _____ as Deputy Mayor for a _____ year term;
AND THAT a By-Law be brought forward for Council consideration.

Option 3: To Appoint a Deputy Mayor and allow for Additional Remuneration

THAT Council receives report CLK 19-33 Deputy Mayor Position, as information;
AND THAT Council appoint _____ as Deputy Mayor for a _____ year term;
AND THAT an additional \$_____ remuneration be provided for this position;
AND THAT a By-Law be brought forward for Council consideration.

Consultation:

Financial Impact/Funding Source:

To be determined.

Community Strategic Plan (CSP) Linkage:

1. Excellence in Local Government

- ☐ Demonstrate strong leadership in Town initiatives
- ☐ Streamline communication and effectively collaborate within local government
- ☒ Demonstrate accountability

Attachments:

Report Approval Details

Document Title:	CLK 19-33 Deputy Mayor.docx
Attachments:	
Final Approval Date:	Dec 2, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to be 'RS', with a long horizontal line extending to the right.

Ron Shaw - Dec 2, 2019 - 12:18 PM