



Subject: Deputy Mayor

Report Number: CS 22-30

Department: Corporate Services Department

Submitted by: Donna Wilson, Acting Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, November 21, 2022

RECOMMENDATION

THAT Council receives Report CS 22-30 Deputy Mayor Position;

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

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

BACKGROUND

The objective of this report is to provide for a member of Council to act in the place of the Mayor in his/her absence or to act in his/her place if the office were to become vacant.

At the Council meeting of October 11, 2016, Council passed the following resolution:
*“THAT Council receives Report CL 16-29 Deputy Mayor Position;
AND THAT Council Choose Option 2, THAT for the next Municipal Election the Deputy Mayor position be removed from the ballot and a Mayor and six (6) Councillors be elected at large.”*

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 Mayor may delegate any duties 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.

There is no requirement in the Municipal Act to either appoint or to elect a Deputy Mayor for a municipality. The Act allows municipalities to appoint a member of Council to act in the place of the Mayor should he/she be absent or unable to fulfil those duties. Most municipalities who do not have an elected Deputy Mayor appoint an Acting/Deputy Mayor. The average process is to appoint members to assume the Mayor's role in instances where the Mayor is absent or has a conflict of interest that precludes him/her from performing his/her duties through by-law following each municipal election. Some municipalities appoint one member for the entire term and others appoint on a yearly basis, two year term or quarterly throughout he term. 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. In accordance with the procedure, the 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, Kyle Pratt shall be selected as the person to draw a name in the event of a tied vote. Each Councillor shall have a nomination form which requires both the signature of 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 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. An excerpt of the procedural by-law describing the process is attached for your information.

Council must determine if they want to appoint a Deputy Mayor and what the term shall be. Council passed By-Law 2022-051 To Establish the Rate of Remuneration for Members of the Council on July 11, 2022. This by-law established Council's remuneration and set the amount of \$20,159.68 for the Deputy Mayor Position. If a

Deputy Mayor is appointed for a term shorter than the term of Council then a report to provide for an election to fill that position shall be provided at that time.

Option 1: Deputy Mayor Position

THAT Council receives Report CC 22-30 Deputy Mayor Position as information.

Option 2: To Appoint a Deputy Mayor

THAT Council receives Report CS 22-30 Deputy Mayor Position;

AND THAT Council appoint _____ as Deputy Mayor for a _____ year/month term;

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

FINANCIAL IMPACT/FUNDING SOURCE

To be determined

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal - The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information and opportunities to shape municipal initiatives.

Strategic Direction - Increase opportunities and promotion for public engagement in municipal initiatives.

Strategic Project – N/A

ATTACHMENTS

N/A