

5(1) Appointment of Deputy Mayors

Two Members of Council shall be appointed to serve as Deputy Mayors to assist the Mayor in carrying out his/her powers and duties and/or 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. This shall include general business continuity in the absence of, or refusal to act by, the Mayor; attendance at meetings/events on behalf of the Mayor; participation/representation on civic committees, local boards, commissions or agencies and other related organizations; and assistance with the operating and capital budget process through participation on the Audit Committee.

General

- (a) All Ward Councillors shall be eligible to serve as Deputy Mayor.
- (b) One Deputy Mayor shall be selected by the Mayor and one Deputy Mayor shall be selected by a vote of two-thirds of the Whole of the Municipal Council.
- (c) The Mayor shall be solely responsible for determining which of his/her powers and duties are to be allocated between the two Deputy Mayors and may adjust that allocation from time to time at his/her discretion.
- (c) There shall be no limit to the number of terms a Member of Council can serve as Deputy Mayor.
- (d) In the event the head of Council's seat becomes vacant, as defined in section 259 of the *Municipal Act, 2001*, that vacancy shall be filled in accordance with section 263 of the *Municipal Act, 2001*, with the Mayor's selection for Deputy Mayor to act in the place of the head of council until such time as the vacant seat is otherwise filled.

Mayor's Selection for Deputy Mayor

- (a) The Mayor's initial selection for Deputy Mayor shall be determined and confirmed at the Inaugural Meeting of the Municipal Council.
- (b) The term of the Mayor's selection for Deputy Mayor shall last no longer than the Council term during which they were selected by the Mayor to serve as Deputy Mayor.
- (c) The Mayor may, at his/her discretion, change his/her selection for Deputy Mayor throughout the course of his/her term as Mayor, in order to allow the Mayor to effectively draw upon the varied skill sets of the Council Members.

Deputy Mayor Selected by the Municipal Council

- (a) The Municipal Council's selection for Deputy Mayor shall occur at the Inaugural Meeting of the Municipal Council, or as soon as possible thereafter.
- (b) The Municipal Council may reconsider its selection for Deputy Mayor during any given Council year.
- (c) The term of the Deputy Mayor selected by the Municipal Council shall be concurrent with the Council year for which they are appointed.
- (d) The process to be followed by the Municipal Council in selecting a Deputy Mayor shall be as follows:

Nomination and Voting Process

- (i) At the Inaugural Council Meeting, the Chair shall invite all members, in Ward order followed by the Mayor, to nominate, verbally, a member to serve as Deputy Mayor for the first Council year of the Council term. Only one nomination is required for each nominee. No later than the last Council meeting in November of each of the first, second and third Council years, the Chair shall invite all members, in Ward order followed by the Mayor, to nominate, verbally, a member to serve as Deputy Mayor for the upcoming Council year.

- (ii) The Chair shall verbally confirm, as each nomination comes forward, that the nominee consents to having their name included on the slate of nominees. Only those members who consent to their nomination shall be included on a preliminary slate of nominees.
- (iii) The City Clerk, or designate, shall compile a list of all nominees, in alphabetical order, who have consented to nomination, which shall constitute a preliminary slate of nominees, for consideration for appointment.
- (iv) The Chair will then call for a motion to confirm the slate of nominees, which shall require a majority vote of Council.
- (v) The Chair shall ask each Member of Council, in Ward order followed by the Mayor, to indicate, by name, who they wish to support in the affirmative, with only one affirmative vote to be permitted per Councillor, per slate of nominees.
- (vi) The City Clerk shall tally the affirmative votes. If one nominee receives a majority of affirmative votes, then that individual is confirmed to serve as Deputy Mayor for the Council year. If no nominee receives a majority vote, the motion fails, the nominee(s) who receives "0" votes in the affirmative will be removed from the slate of nominees, as will the nominee(s) receiving the lowest votes in the affirmative. The City Clerk shall advise which names remain on the slate and sections (iv) to (vi) will continue until such time as one nominee remains that has the majority vote of Council.
- (vii) At any time the slate of nominees contains only one nominee, the Chair will immediately call for a motion to confirm the selection of that individual to serve as Deputy Mayor.

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