то:	CHAIR AND MEMBERS FINANCE AND ADMINISTRATION COMMITTEE MEETING ON NOVEMBER 2, 2011
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT:	ACTING MAYOR APPOINTMENT – REVISED POLICY

RECOMMENDATION

That, on the recommendation of the City Clerk, the City Clerk **BE ADVISED** as to which process the Municipal Council wishes to follow to appoint an Acting Mayor so that a by-law to amend Policy 5(1) "Process for the Appointment of an Acting Mayor" can be brought forward for introduction on November 21, 2011 to effect the necessary changes, to coincide with the implementation of the new governance structure on December 1, 2011.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Item #20 - Board of Control - September 16, 2009

Item #1 - Committee of the Whole - March 10, 2009

Item #21 - Board of Control - March 3, 2010

Item #24 - Board of Control - March 24, 2010

Item #20 – Board of Control – June 9, 2010

Item #18 - Finance and Administration Committee - July 20, 2011

BACKGROUND

At its meeting of July 25, 2011, the Municipal Council resolved:

"That, on the recommendation of the Governance Working Group, the role of Acting Mayor **BE AFFIRMED** and the City Clerk **BE DIRECTED** to report back with a proposed revised Council policy for the appointment process for the Acting Mayor, which reflects the revised governance structure."

A comparison of Acting Mayor policies for 17 municipalities across Canada revealed that there is no standard policy or procedure for appointing an Acting Mayor. However, there are distinguishable themes surrounding those appointments as follows:

- Each Councillor serves an equal allotment, structured alphabetically by surname;
- Council selects the Acting Mayor; or
- The Mayor appoints his/her Acting Mayor.

A detailed account of the survey results is attached in Appendix "A".

Currently, the City of London's Council Policy provides that three Council Members be appointed at the Inaugural Meeting of an incoming Municipal Council, by by-law, to serve as Acting Mayor.

Prior to the confirmation of the new governance model coming into effect on December 1, 2011, Council requested that the City Clerk report back with proposed changes to that Council Policy whereby the Chair of the Built and Natural Environment Committee, the Chair of the Community and Neighbourhoods Committee and the Vice Chair of the Finance and Administration Committee would serve as Acting Mayors for the term of office that they hold those positions, on a rotating basis. This model cannot be applied to the new governance model coming into effect on December 1, 2011 as there will be six standing committees, with different names and mandates from the three standing committees that the above-noted amendment contemplated.

Proposed Policy Options:

- (a) The current process for appointing Acting Mayors could be maintained whereby a certain number of Council Members are selected and appointed by Council at its Inaugural Meeting to serve on a rotating basis during the Council term. The number of Council Members to be appointed could range anywhere from 1 to 14, but it is suggested that only those Council Members expressing an interest in serving as Acting Mayor should be required to do so. It would also be suggested that if this were to be the approach taken, the rotation could be based on ward order, noting that the rotation order could continue from one Council term to the next so as to ensure an opportunity for each ward to have its Ward Councillor serve as Acting Mayor, if the Ward Councillor so chose.
- (b) If one were to follow the most recent direction for revising the Acting Mayor policy, another possible option would be to provide for the chairs of the Civic Works Committee, the Community Services Committee, the Investment and Economic Prosperity Committee, the Planning and Environment Committee and the Public Safety Committee, and the Vice Chair of the Finance and Administrative Services Committee to serve as Acting Mayor on a rotating basis for the term of office that they hold these positions. The experience of chairing a standing committee would serve to prepare those individuals to chair a Council meeting, should the Acting Mayor be required to fill that duty at any time during their appointment. However, limiting eligibility to serve as Acting Mayor to only those Councillors holding the above-noted positions would not provide for an equal opportunity for all Council Members to serve as Acting Mayor.
- (c) The Mayor could appoint an Acting Mayor or Acting Mayors, though if this were the approach to be taken, the appointment(s) should be made at the commencement of a Council term, or as soon as the Acting Mayor position becomes vacant during the course of a Council term, to avoid a situation where an Acting Mayor or Acting Mayors had not been appointed and the Mayor was not able to make the appointment(s) because they were incapacitated in some way. This approach would not allow the Municipal Council to have an opportunity to contribute to the appointment process, but would allow the Mayor to select individuals they felt would best carry on their responsibilities in their absence.

PREPARED BY:	RECOMMENDED BY:
S. ASHLEIGH WEEDEN	CATHY SAUNDERS
AMCTO MUNICIPAL MANAGEMENT	CITY CLERK
INTERN	

Appendix "A"

The municipalities reviewed and their policies are as follows:

Edmonton Each Councillor serves for one month per year.

Annual rotation schedule is approved by Council every Organizational Meeting. Appointments are structured alphabetically by surname. After an election, returning Councillors are scheduled first,

followed by new Councillors.

Regional Municipality of Halifax Elected by Council.

Regional Municipality of Halton Acting Chair by-law.

Hamilton Selected alphabetically.

Kitchener No Deputy Mayor.

Regional Municipality of

Niagara

Selected by Council.

Town of Oakville By by-law. Each Councillor is appointed as Acting

Mayor for a period of one-month per year,

structured alphabetically by surname.

City of Oshawa Mayor appoints.

City of Ottawa Each Councillor serves an equal period of time as

Deputy Mayor during each term. The order is selected through lots and appointment is confirmed

by by-law.

City of Regina Appointment is by draw and selected for 2 months

at a time up until the final 6 months of council term. For final 6 months, appointment is drawn by lots

each month.

Town of Richmond Hill Deputy Mayor is selected at the first meeting of

Council and appointed by by-law for the duration of the council term. Traditionally, the Regional and Local Councillor garnering the most votes at the

last election is appointed Deputy Mayor.

City of St. Catharine's Selection is made annually through a nomination

and voting process conducted by Council in

caucus.

City of Toronto Appointed by the Mayor.

Regional Municipality of

Waterloo

No Deputy Mayor.

Windsor No Deputy Mayor.

Winnipeg Appointed by the Mayor.