

Head, Clara & Maria Policies and Procedures			
<b>DEPARTMENT: Council Policies</b>			<b>POLICY #:</b> <b>C-03</b>
<b>POLICY NAME: Appointment of Deputy Mayor Policy</b>			
<b>DATE:</b> January 2023	<b>REV. DATE:</b>	<b>APPROVED BY: Council</b>	<b>PAGE #:</b> 1 of 2

### Purpose

This policy establishes the process for the appointment of a Deputy Mayor to: assist the Mayor in carrying out their powers and duties; act in the place of the head of Council when the head of Council is absent or refuses to act; or the position 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 committees, boards and other related organizations.

### Procedure

At the first regular meeting of Council following:

a general municipal election;

the expiry of the term of a previous Deputy Mayor;

receiving notice of the resignation of a Deputy Mayor;

the Deputy Mayor's removal from office in accordance with this Policy and/or any applicable legislation; or the office of Deputy Mayor otherwise becoming vacant

Council shall select from among its members a Deputy Mayor in accordance with the process and rules set out below.

### Selection

The Deputy Mayor shall be elected from Council in accordance with the following process and rules:

1. After announcing that the business of Council at the meeting is to elect a Deputy Mayor, the Chair shall call for nominations. All nominations shall be made openly and publicly, by raising of the hand to attract the attention of the Chair and announcing the nomination of a candidate when called upon.
2. A candidate may be nominated by him or herself, or by any other Councillor. Nominations do not require a seconder.
3. Each nominee shall be asked if they consent to being nominated. If the nominee declines, the nominee's name shall not be included in the list of candidates to be voted upon.
4. If only one candidate receives a nomination, they will be acclaimed to the position via a resolution of Council.
5. If more than one candidate was nominated, a vote will be taken by secret ballot. The Clerk shall prepare ballots with each candidate's name and shall distribute one ballot to each Councillor.
6. Before the voting occurs, each candidate, in the order of their nomination, may address Council, for not more than five minutes to share why they are interested in the position and what they feel they will bring to the role.
7. The Councillors shall vote by placing a mark beside the candidate of their choice and folding the ballot to be returned to the Clerk. A candidate may vote for themselves.
8. The ballots shall be collected and counted in a manner that preserves the confidentiality of each Councillor's ballot. The Clerk shall only declare a ballot to be spoiled if the ballot does not disclose a clear preference in favour of anyone candidate.

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9. After the votes are tallied, the successful candidate with the highest amount of votes will be appointed Deputy Mayor by resolution of Council.
10. If a tied-vote is achieved, new ballots shall be prepared but the name of the candidate with the fewest number of votes on the previous vote shall be excluded from the new ballots. Voting shall continue in the same fashion until a Deputy Mayor is declared elected.

#### Term

1. The term of the Deputy Mayor shall last for a one year period to end on December 31, unless in an election year, for which the term shall end in conjunction with the Council term.
2. There shall be no limit to the number of terms a member of Council can serve as Deputy Mayor.
3. The Deputy Mayor may be removed from office by a vote of two-thirds of the Council members after 20 days' notice in writing has been provided to the Clerk and members of Council.
4. In the event that a Deputy Mayor is removed from office, a new Deputy Mayor will be appointed through the same process described above.