



**Corporate Policy**

**Council, Boards, Committees**

**Deputy Mayors**

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Effective: July 11, 2023

Reviewed on: September 27, 2024

Amended: n/a

Next Review: December 31, 2026

Note:

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The purpose of this policy is to provide guidance to Members of Council when working as a Deputy Mayor for Emergencies/Ceremonial or a Deputy Mayor with Portfolio.

**Policy Statement:**

The Municipal Act sections 225 and 226 provides a legislative outline for the role of the Mayor, as Head of Council, and as the Chief Executive Officer for the municipality.

In recognition of business continuity, the Municipal Act, sections 226 and 242 and section 4 of the Procedure By-law allows for delegations to ensure that the municipality could continue in absence of the Mayor. These delegations focus on Head of Council duties.

The Deputy Mayor with Portfolio program was created to assist the Mayor in conducting their Chief Executive Officer duties, and to further develop skills of the Members of Council.

The Deputy Mayor with Portfolio program aims to make best use of the diverse experience and background of the Members of Council.

It is anticipated that the experience earned as Deputy Mayor with Portfolio will create subject matter expertise amongst Members of Council and may support succession planning.

# Corporate Policy

This policy will outline the expectations of Members of Council who participate as Deputy Mayor in either capacity.

## Scope:

The Deputy Mayors Policy applies to all members of Council serving as Deputy Mayor of Emergencies/Ceremonial, as Deputy Mayor with Portfolio or in their capacity as ward councillor. The Policy applies to City administration which includes the City Manager, and their appointed Executive Leads.

## Legislative Authority

This policy works in concert with the following documents to capture aspects of the Deputy Mayor Emergencies/Ceremonial and Deputy Mayor with Portfolio.

<b>The Municipal Act:</b>	Section 223.2 - Code of Conduct Section 225 - Role of Head of Council Section 226.1 - Head of Council as Chief Executive Officer Section 242 - Absence of Head Section 270 (1) 2.1 - Council - Staff Relations Policy
<b>Procedure By-law:</b>	Section 4 Deputy Mayor
<b>City Policies</b>	Code of Good Governance Council/Staff Relations Policy Protocol Guidelines (Internal Document) By-law 46-2019, as amended, the Emergency and Continuity Management Program
<b>Burlington Reports:</b>	Report MO-03-22 – Appointments to Standing Committees, Agencies and Deputy Mayor Report CL-14-23 – Procedure By-law amendments, and the Deputy Mayors Policy

## Roles

### City Clerk

City Clerk or designate is responsible for the timely review, updating and dissemination of the policy.

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### Deputy Mayors

# Corporate Policy

## City Manager

The City Manager appoints and assigns senior staff as Executive Leads and provides support to the Deputy Mayor with Portfolio program. They work in collaboration with the Mayor to review the program.

## Deputy Mayor of Emergencies/Ceremonial

Is a Member of Council, appointed by the Mayor to represent them when they are unavailable. This role is also supported by an appointed Alternate. The Deputy Mayor of Emergencies/Ceremonial will work collaboratively with the Office of the Mayor as follows:

- Attend ceremonial events when the Mayor is not available.
- In absence of the Mayor, may be called upon to declare a municipal emergency, and attend Emergency Control Group or other required meetings.
- Chair Council meetings in absence of the Mayor, and Committee of the Whole if required.

## Deputy Mayor with Portfolio

Are Members of Council who are assigned by the Mayor, to assist with Chief Executive Officer duties, for a finite mandate. These Members will work collaboratively with the Office of the Mayor as follows:

- Raise awareness and support the advancement of strategic initiatives.
- Bring forward to Council and sponsor policy and city related legislation proposals within their portfolio.
- Participate in intergovernmental meetings and delegations on portfolio items and other advocacy work.

## Executive Leads

Senior Staff appointed by the City Manager to work collaboratively and support the Deputy Mayors with Portfolio. Executive lead(s) will be assigned to each Deputy Mayor with portfolio.

# Corporate Policy

## Mayor

The Office of the Mayor provides communication and coordination support for the Deputy Mayor of Emergencies/Ceremonial and Alternate. The Mayor is responsible for assigning Deputy Mayors with Portfolio and monitoring their assignments. The Mayor may adjust assignments at their discretion

## Appointments

### Selection Process

At the beginning of each term of Council the Mayor shall interview each Member of Council. The Mayor will work collaboratively with each Member to determine best fit based on individual Member strengths and interests. Through the interview the Mayor shall determine:

- Board and Committee appointments based on preferences communicated by the Member to the Mayor.
- Sequence for the Deputy Mayor of Emergencies/Ceremonial rotation will be determined based on consideration of availability of Members.
- Assign portfolios for Members of Council to serve as Deputy Mayor with Portfolio. This is a collaborative process aimed to recognize the skills, expertise knowledge base and interests of each Member as it relates to city initiatives.
- A recommendation on Chairs and Vice-Chairs of Standing Committees is determined on the preferences communicated by the Member of Council. These suggestions will form a nomination.

The Deputy Mayor of Emergencies/Ceremonial will be supported by an Alternate Deputy Mayor. These positions will rotate three times per year, which will allow each Member of Council to serve twice per term.

Once the above is determined, a report will be issued from the Office of the Mayor and placed on the appropriate agenda. The report will provide a summary of the process and communicate the results.

# Corporate Policy

## Approval Process

At the meeting the report from the Office of the Mayor and its recommendations for appointments will be provided for consideration.

At that time, Members of Council will be able to switch terms serving as the Deputy Mayor Emergencies/Ceremonial or as the Alternate by amendment. Amendments may also be made to board appointments if agreed upon by both parties involved.

The Deputy Mayor Emergencies/Ceremonial schedule and Board and Committee Appointments will be approved.

The recommendations for Chairs and Vice-Chairs of Standing Committees, are nominations. If there are any additional nominations for Chair or Vice-Chair of any standing committee, the Office of the City Clerk will conduct an election.

Deputy Mayor portfolio assignments will be communicated as part of the report but does not require approval, as these assignments are made at the discretion of the Mayor. The report shall also communicate any Members that declined an assignment.

## Resigning from a Deputy Mayor with Portfolio Assignment

At any time during their term, a Member may resign from a Deputy Mayor with Portfolio assignment. To resign, they must do so in writing to the Office of the Mayor providing the effective date. Resignations are communicated to the City Manager and by memorandum from the Office of the Mayor, circulated via the Council Information Package.

## Changing Portfolios

During the term there may be times when the portfolio of the Deputy Mayor with Portfolio may need to change. Changes must be approved by the Mayor. Changes are communicated to the City Manager and by memorandum from the Office of the Mayor, circulated via the Council Information Package.

## Assignment of Executive Leads

Executive Leads are assigned by the City Manager at the beginning of each term of Council. The City Manager reserves the right to reassign the Executives Leads. If a Deputy Mayor portfolio is changed, the City Manager will be advised and may reassess their assignments.

# Corporate Policy

## Accountabilities

All Deputy Mayors will work in collaboration with the Office of the Mayor, and with the appropriate ward Councillor on local issues.

The Deputy Mayors with Portfolio work is tied to key City initiatives as defined through the From Vision to Focus, or other corporate documents.

Deputy Mayors with Portfolio will work collaboratively with their assigned Executive Lead(s) for ongoing dialogue.

There is no additional authority associated with being a Deputy Mayor with Portfolio. The Deputy Mayor with Portfolio does not replace the City's governance structure. All decision-making rests with Council and will require an affirmative vote of Council.

Deputy Mayors serves at the pleasure of the Mayor. Members of Council are assigned a Deputy Mayor with Portfolio, portfolio by the Mayor. The Mayor retains the right to remove a portfolio assigned to a Member at any time.

## How we Work Together

To ensure alignment, Deputy Mayors with Portfolio are involved at a strategic level and not at an operational level. All interactions must be mindful of the Council-Staff Relations Policy. Deputy Mayors with Portfolio work through their Executive Lead(s), and together determine what is strategic, and at what level they are involved at for each initiative.

The Deputy Mayor with Portfolio workplan will be closely aligned with the From Vision to Focus and the City's overall Strategic Plan. The work may extend to include any connected City approved master plans.

The Deputy Mayor with Portfolio is expected to work collaboratively with their Executive Lead(s) to bring awareness to strategic initiatives within their respective service area(s).

To ensure effective two-way communication between the Deputy Mayor with Portfolio and the Executive Lead(s), a regular check-in meeting will be established to develop a cadence or rhythm to the information sharing.

The Mayor and their Office will assist in coordinating the Deputy Mayor with Portfolio workplans and monitor their progress.

An annual check in with Council on the progress of the Deputy Mayor with Portfolio program will be organized in collaboration by the City Manager and the Mayor.

# Corporate Policy

## Communications

The Mayor is the spokesperson for Council and all Council decisions unless a Member is authorized in writing for a specific instance. Upon a leave, the Deputy Mayor of Emergencies/Ceremonies may serve as spokesperson.

## Ward Event Invites

Ward specific events will have the following invited; Mayor, Ward Councillor, and the applicable Deputy Mayor with Portfolio. No more than three Members of Council may attend.

**\* The event will be scheduled to ensure attendance of the Ward Councillor.**

## Intergovernmental Matters

Processes under this section of the Policy will be managed by the Government Relations Manager.

## Sponsoring Advocacy Motions

The Deputy Mayor with Portfolio may be asked to review and sponsor advocacy motions within their portfolio.

In sponsoring the motion, the Deputy Mayor will be provided with any background materials to better understand the issue, or to speak to the issue at Council when presenting the motion.

Upon approval the Deputy Mayor with portfolio may be asked to co-sign correspondence resulting in the approved resolution.

## Ministerial Delegations

The Deputy Mayor with Portfolio may be invited by the Office of the Mayor to attend ministerial delegations.

The ministerial delegation is comprised of the Mayor, City Manager (or designate), appropriate staff, and no more than two Members of Council. Where there is a conflict, the Mayor will decide which Members attend.

All materials provided to the Mayor will be circulated to all attendees including Deputy Mayors with Portfolio or Members of Council.

During the ministerial delegation the Mayor will lead the presentation and then invites the City Manager, Deputy Mayor with Portfolio, and then others to present or provide comment.

# **Corporate Policy**

Other meetings with Ministers outside of ministerial delegations shall be coordinated by the Government Relations Manager in connection with the Office the Mayor.

## **Conflict Resolution**

Conflict between Members of Council may be subject to a breach of the Code of Good Governance. Members who believe an interaction breached the Code shall connect directly with the Integrity Commissioner.

Conflict between Members of Council and staff may be subject to a breach of the Council - Staff Relations Policy. In accordance with the Policy, any complaints or concerns shall be made to the City Clerk.