

Deputy Mayor and Acting Mayor Schedule**Report Purpose**

To respond to Council's request for an amendment to the GOV-001-029 Organizational Roles and Responsibilities policy related to the Deputy Mayor and Acting Mayor schedule.

Recommendation

THAT the amendment to the GOV-001-029 Organizational Roles and Responsibilities policy, as set out in Enclosure 2 of the June 19, 2018 Legislative and Legal Services report, be approved.

Council History

October 24, 2017 THAT the 2017-2021 Deputy Mayor/Acting Mayor Schedule be approved.

September 5, 2017 THAT Administration prepare an amendment to Policy GOV-001-029 Organizational Roles and Responsibilities, for Council's consideration by the end of the second quarter of 2018, to address the roles and responsibilities of the Deputy Mayor and the Acting Mayor; and that the policy establish a roster system so that there is a requirement for Councillors to serve a term as Deputy Mayor and as Acting Mayor during the Council term.

Strategic Plan Priority Areas

Economy: n/a

Governance: n/a

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: GOV-001-029

Legislative/Legal: Section 152 of the Municipal Government Act requires Council to appoint one or more Councillors as Deputy Mayor and gives Council authority to appoint a Councillor as an Acting Mayor if both the Mayor and Deputy Mayor are unable to perform the duties of the Mayor.

Interdepartmental: n/a

Summary

As noted above, Council directed Administration to prepare an amendment to the Organizational Roles and Responsibilities policy that would establish a roster system that requires all Councillors to serve a term as Deputy Mayor and as Acting Mayor during the course of the Council term.

The current (2017-2021) Deputy Mayor and Acting Mayor schedule was drafted by Administration and then presented to Council for approval at the Organizational Meeting of the Council term. The general principle has been to divide the task of serving as Deputy Mayor and Acting Mayor evenly amongst all members of Council. This process has been used at the County for some time, and such a process is typical amongst municipalities.

This process is not presently codified in a policy or bylaw. There are no legislative requirements for such a policy or bylaw; however, the MGA does require that Council appoint one or more Councillors as Deputy Mayor and Acting Mayor. Having a Deputy Mayor and Acting Mayor ensures that the business of the municipality continues in the absence of the Mayor. For Strathcona County, the position of Deputy Mayor and Acting Mayor also informs the membership of certain committees such as the Mayor's Executive Committee and determines who will serve as Chair for the Priorities Committee.

The current schedule, see Enclosure 1, has all members of Council serving as Deputy Mayor and Acting Mayor for approximately 6 months. However, at times, members of Council have requested to not serve as Deputy Mayor or Acting Mayor. This is ultimately a decision of Council since the schedule requires Council approval. If a request is made, it simply means that the Councillor foregoes the opportunity to serve in that capacity and thus would forgo the opportunity to sit on the Mayor's Executive Committee and to chair Priorities Committee meetings.

The policy amendment provided in Enclosure 2 (see letter i. under Guideline 1) would require all members of Council to serve a term as deputy mayor and acting mayor. The policy amendment codifies the typical process but provides less discretion to Council in situations where a Councillor may wish to forego serving as Deputy or Acting Mayor.

Communication Plan

Any amended policies are updated in the Municipal Policy Handbook and published on the County's public website.

Enclosure

- 1 2017-2021 Deputy Mayor and Acting Mayor schedule
- 2 GOV-001-029 Organizational Roles and Responsibilities Policy (proposed)