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DEPARTMENT: COUNCIL

TITLE: OFFICE OF DEPUTY MAYOR

Minutes reference date: November 27, 2006 Page 256

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**PURPOSE**

To set out the policy of the Town with respect to the selection and term of office of the Deputy Mayor.

**POLICY STATEMENT**

1. At its first meeting following an election, Council shall select a Deputy Mayor to hold office from that date to October 31 of the following year.
2. In non-election years, Council shall select a Deputy Mayor at its October Council meeting to hold office from November 1 of that year until October 31 of the following calendar year.
3. Selection of the Deputy Mayor
  - a) The election of the Deputy Mayor shall be placed on the agenda.
  - b) When the item comes up on the agenda at the meeting the Mayor shall open the floor to members of Council for nomination.
  - c) If there is only one nominee, the Mayor shall entertain a motion to elect the nominated member as Deputy Mayor.
  - d) If there are multiple nominees, the Mayor shall direct the CAO to prepare ballots for the election reflecting the names of the nominees.
  - e) All members of Council, including those nominated, are eligible to vote.
  - f) Vote shall be by secret ballot.
  - g) Results shall be tabulated by the CAO who shall then communicate the results to the Mayor.
  - h) The Mayor shall declare the candidate with the most votes the Deputy Mayor for the term ending October 31 of the following calendar year.
  - i) Should the Deputy Mayor resign his or her office or cease to be a Councillor for any reason during the term of his or her office, the above noted process will be used to select a new Deputy Mayor, but the term of office shall be to complete the term of the Deputy Mayor whose vacancy created the need for a selection.