



Town of Whitby Policy

Policy Title:	Deputy Mayor Appointment and Responsibilities
Policy Number:	G 200
Reference:	Council Resolution #153-24
Date Approved:	June 24, 2024
Date Revised:	n/a
Approval:	Council
Point of Contact:	Town Clerk

Policy Statement

This policy establishes the process for the appointment of a Deputy Mayor, outlines the responsibilities of the Deputy Mayor to assist the Mayor in carrying out their powers and duties, and provides for the Deputy Mayor to act in place of the Mayor when the Mayor is absent or refuses to act or the office of Mayor is vacant.

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1. Definitions

- 1.1. Council – means the Council for The Corporation of The Town of Whitby elected under the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, with the role and responsibilities set out in the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- 1.2. Deputy Mayor – a Member of Council selected by the Mayor and confirmed by Council who may undertake the role and responsibilities determined in accordance with this policy.
- 1.3. Mayor – a Member of Council elected as the “head of council” in accordance with the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended with the

role and responsibilities set out in the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

- 1.4. Member of Council – means any individual sitting member of the Council for The Corporation of the Town of Whitby elected under *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended with the responsibilities set out in the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- 1.5. Municipal Act – means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

2. Appointment of Deputy Mayor

- 2.1. The Mayor shall select a Member of Council to serve as Deputy Mayor and present their selection to Council for confirmation by majority vote through resolution.
- 2.2. Council may approve or decline the Mayor's recommended appointee, and in the event the Mayor's recommendation is declined, the Mayor may present an alternative selection to Council.
- 2.3. A Member of Council appointed as Deputy Mayor shall serve for a one-year term from January 1 to December 31, save and except in the following circumstances:
 - following a regular election, in which case the Mayor may select a Member to serve as Deputy Mayor from the Inaugural Council meeting until December 31st of the following year; and,
 - in the last year of the Term of Council, in which case the Deputy Mayor shall serve from January 1 until the incoming Council is deemed to be organized and takes office.
- 2.4. There is no limit as to how many times a Member of Council may be selected and serve as Deputy Mayor during the Term of Council.
- 2.5. The Mayor may present their selection for Deputy Mayor to Council each year for the following year, or may present their selection(s) at the same time for all or multiple years of the Term of Council.
- 2.6. The Mayor may, at their discretion but subject to Council confirmation by resolution, change their selection for Deputy Mayor after the appointment is confirmed by Council.
- 2.7. All Members of Council are eligible to serve as Deputy Mayor.

3. Responsibilities of Deputy Mayor – when Mayor is absent or refuses to act or the office of Mayor is vacant

- 3.1. When the Mayor is absent or refuses to act or the office of Mayor is vacant, the Deputy Mayor has, and may exercise, all the rights, powers, and authority of the Mayor, and shall:
 - 3.1.1 in accordance with Section 242 of the Municipal Act, preside at meetings, and while so acting the Deputy Mayor has all the powers and duties of the Mayor with respect to the role of presiding at meetings; and,
 - 3.1.2 in accordance with Section 226 of the Municipal Act, act in place of the Mayor where the Mayor holds a position on a board, committee, or other entity by virtue of their role as Head of Council.
- 3.2. In the event the office of Mayor becomes vacant, as defined in section 259 of the Municipal Act, that vacancy shall be filled in accordance with section 263 of the Municipal Act, with the Deputy Mayor acting in the place of the Head of Council until such time as the office of Mayor is filled. In accordance with section 267 of the Municipal Act, Council may appoint one of its members as an alternate member of the upper-tier council to act in place of the Mayor until the office of Mayor is filled permanent, and that appointee need not be the Deputy Mayor.
- 3.3. Notwithstanding Section 3.1 and 3.2 of this policy and in accordance with Part VI.1 of the Municipal Act, the Deputy Mayor shall not be permitted to exercise any of the powers under Part VI.1 of the Municipal Act, “Special Powers and Duties of the Head of Council” (i.e. “Strong Mayor” powers).

4. Responsibilities of Deputy Mayor – delegated by Mayor

- 4.1. The Mayor is granted the authority to delegate powers and duties to the Deputy Mayor for the purpose of assisting the Mayor in carrying out their role as prescribed by the Municipal Act and by Council through resolution or by-law.
- 4.2. Without limiting the generality of Section 3.1 above, the Mayor at their discretion may task or allocate to the Deputy Mayor the following powers and duties:
 - to represent the Town at official functions
 - to provide information and recommendations to Council with respect to the role of Council to:

- ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council
 - ensure the accountability and transparency of the operations of the Town
 - uphold and promote the purposes of the Town
 - promote public involvement in the Town's activities
 - act as the representative of the Town both within and outside the Town, and promote Whitby locally, nationally and internationally
 - participate in and foster activities that enhance the economic, social and environmental well-being of the Town and its residents
 - in accordance with Section 226 of the Municipal Act, where the Mayor holds a position on a board, committee, or other entity by virtue of their role as Head of Council, the Deputy Mayor may be appointed by the Mayor to act in their place
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This Policy is hereby approved by Council Resolution #153-24 on this 24 day of June, 2024.