

Town of Whitby Staff Report

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Report Title: Deputy Mayor Appointment and Responsibilities Policy

Report to: Committee of the Whole

Date of meeting: June 3, 2024

Report Number: CLK 06-24

Department(s) Responsible:

Office of the Town Clerk
Legal and Enforcement Services

Submitted by:

Chris Harris, Town Clerk

Acknowledged by M. Gaskell, Chief Administrative Officer

For additional information, contact:

Francesco Santaguida, Town Solicitor
Chris Harris, Town Clerk

1. Recommendation:

1. That Council adopt the Deputy Mayor Appointment and Responsibilities Policy appended to Report CLK 06-24 as Attachment 1.

2. Highlights:

- The draft Deputy Mayor Appointment and Responsibilities Policy is being brought forward in response to direction from Council at its May 27, 2024 meeting.
- The draft 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.

3. Background:

[Report LS 07-24](#) regarding the review of the role of Mayor and Deputy Mayor under the Municipal Act, 2001 was presented at the May 13, 2024 Committee of the Whole meeting. The report noted that the role of the Mayor has evolved over the years, most recently with the granting of Strong Mayor Powers under Part VI.1 of the Municipal Act 2001. "In accordance with the changing legislative environment pertaining to the role of the head of Council and the strengthening of mayoral authority, this is an opportune

time to reflect on the roles and responsibilities of the mayor, and how they would shape the appointment, role, and responsibilities of the deputy mayor,” the report notes.

Following consideration of Report LS 07-24, Council adopted the following resolution on May 27, 2024:

1. That this Report LS 07-24 be received for information; and,
2. That Staff be directed to bring forward a draft policy on the appointment and responsibilities of the Deputy Mayor to the June 3 Committee of the Whole meeting that will include:
 - a. All Local and Regional Councillors shall be eligible to serve as Deputy Mayor; and,
 - b. The Deputy Mayor shall be selected by the Mayor annually and confirmed by a majority vote of Council.

4. Discussion:

The draft Deputy Mayor Appointment and Responsibilities Policy appended to this report as Attachment 1 responds to Council’s May 27, 2024 direction. The draft Policy provides that the appointment of the Deputy Mayor will be on an annual basis with the Mayor selecting a Member of Council to serve and Council confirming the appointment of that Member as Deputy Mayor. The term of Deputy Mayor will be from January 1 to December 31, except for at the start and end of the Council Term to provide for the swearing in date for the incoming Council on November 15 following a regular election. Further details on the appointment process for Deputy Mayor are included in Section 2 of the draft Policy.

The responsibilities of the Deputy Mayor are broken down into two categories. Section 3 of the draft Policy provides for the powers and duties of the Deputy Mayor while the Mayor is absent or refuses to act or the office of the Mayor is vacant. Section 4 gives the Mayor discretion to assign responsibilities to the Deputy Mayor for the purpose of assisting the Mayor in carrying out their role.

5. Financial Considerations:

An increased car allowance for the Deputy Mayor is provided for in Council Remuneration and Expenses By-law # 6500-11, as amended.

6. Communication and Public Engagement:

Upon approval, the Deputy Mayor Appointment and Responsibilities Policy will be posted to the [Policy Manual](#) on the Town’s website.

7. Input from Departments/Sources:

This report and the draft Policy includes input from the Commissioner of Legal and Enforcement Services/Town Solicitor.

8. Strategic Priorities:

This report generally relates to Strategic Pillar 4: Whitby’s Government in the Community Strategic Plan.

9. Attachments:

Attachment 1 – draft Deputy Mayor Appointment and Responsibilities Policy