
Town of Mulgrave

Deputy Mayor Policy

Title:

1. This Policy is entitled the “*Deputy Mayor Policy*”.

Interpretation

2. This Policy shall be interpreted in accordance with and subject to applicable provincial legislation.
3. In this Policy, “majority” means a majority of Council Members who are present at the meeting.
4. At the first regular meeting of Council following,
 - (1) A general municipal election;
 - (2) Expiry of the term of a previous Deputy Mayor;
 - (3) Council receiving notice of the resignation of a Deputy Mayor;
 - (4) The Deputy Mayor’s removal from office in accordance with this Policy; or
 - (5) The office of Deputy Mayor otherwise becoming vacant;

A councilor shall be appointed from amongst its members the Deputy Mayor in accordance with the process and rules set out in this policy.

5. The term of office of the Deputy Mayor shall be one year and will be appointed in the order of which councilor received the most votes during the General Municipal Election.
6. In the event a position on town council is not filled during a General Municipal Election and a by-election is held, the winner of such by-election will serve as deputy mayor after the existing members of council have each served their designated term.
7. The Deputy Mayor may resign and may cease to be qualified to hold office in the same manner as stipulated in respect of councilors in applicable legislation.
8. The Deputy Mayor may be removed from office by Council by a vote of two-thirds of the Council Members after 20 days notice in writing has been provided to the CAO and Council members.
9. In the event a Deputy Mayor is removed from office, the next Deputy Mayor will be the councilor who has yet to serve his or her term and has received the most votes during the preceding general municipal election.

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10. In the event a Deputy Mayor is removed from office or ceases to be qualified to hold office when each councilor has already served his or her term, seniority of councilors who have received the most votes shall be repeated.
11. In addition to any duties, responsibilities, powers or authority prescribed by section 16 of the Municipal Government Act and any other applicable legislation, the Deputy Mayor shall:
 - (1) Be designated as a signing authority of the town and sign necessary documents in the absence of the Mayor at his or her discretion;
12. All former Deputy Mayor Policies of the Town are hereby repealed and this policy is substituted therefore.

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [**7 Day minimum**]: January 28 2007

Date of Passage of Current Policy: February 4, 2008

I certify that this *Deputy Mayor Policy* was adopted by Council as indicated above.

Municipal Clerk

Date