

## Attachment 1

### Selecting the Deputy Mayor – Draft / Sample Process

#### Role of the Deputy Mayor

The Deputy Mayor is required to fulfill his/her normal duties as a member of council under the Municipal Act, 2001, Section 224. The Deputy Mayor shall assist the Mayor in carrying out the Mayoral responsibilities under the Municipal Act, Section 225. The Deputy Mayor is required to attend all regular and special meetings of Council as well as any standing committees to which he/she may be appointed.

#### Process for Electing the Deputy Mayor

1. The Deputy Mayor is elected by, and from among the members of Council who are already serving, following the inauguration of the newly elected Council. The election will take place at a date and time determined by Council following consultation with the Mayor. A special meeting of Council may be called for the election of the Deputy Mayor.
2. At the Meeting to elect the Deputy Mayor, the Mayor will relinquish the Chair to the Clerk, who will preside over the election of the Deputy Mayor.
3. The Clerk will outline the role and responsibilities of the Deputy Mayor and will request members of Council to nominate individuals to the position.
4. Each nomination will require a mover and a seconder. The nominee will be asked whether they accept the nomination.
5. The Clerk will close nominations once they are satisfied that no other nominations will be provided.
6. All nominees will have an opportunity to speak to their eligibility for the role of Deputy Mayor. Limitations on the time allowed to speak may be considered.
7. If there is only one nominee for the position of Deputy Mayor, the Clerk will call the vote, and Council will vote on electing the nominee.
8. If there are multiple nominees, the Clerk will request each member of Council to state the name of the nominee that they support. Nominees will also be allowed to cast a vote, as they are Members of Council. The nominee with the most votes will be elected to the position of Deputy Mayor.
9. If there is a tie, then any nominees who have received less votes will be removed from the list of nominees, and those nominees that have received the most votes will remain.
10. The Clerk will again request each member of Council to state the name of the nominee they wish to elect, from the remaining nominees.
11. The nominee that receives the majority of the votes will be elected to the position of Deputy Mayor, to serve for a period of four years, and will be appointed by by-law.