



Municipality of Port Hope Staff Report

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Report Title: Appointment of Deputy Mayor

Report to: Council

Date of meeting: December 6, 2022

Report Author:

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Department responsible:

Corporate Services

Report Number: CS-19-22

Recommendation:

1. That Council identify a date to consider the selection and appointment of the Deputy Mayor by Bylaw.

Highlights:

- Procedural By-law calls for the Deputy Mayor to be appointed within 3 months of the inaugural meeting of Council
- Procedure to select the Deputy Mayor has been finalized (**Attachment 1**) in accordance with the direction provided to staff in By-law 70-2022

Background:

When the Municipality of Port Hope was amalgamated in 2000 the Transition Board Order from the Ministry of Municipal Affairs identified the composition of Council and provided that a Deputy Mayor would be appointed by Council from amongst the members elected to act from time to time in the place of the Head of Council when absent or the office is vacant. The Municipality's Procedural By-law further contains the same language with respect to the role of the Deputy Mayor. In addition, the Deputy Mayor is to be appointed as a County Council alternate in accordance with the requirements of Northumberland County.

The Procedural By-law was recently amended to identify that "Council shall from among Members of Council elect a Deputy Mayor who shall be appointed by By-law at a meeting within the first 3 months of the new term and who shall hold office as Deputy Mayor for the balance of the term of Council."

The recent amendment to the Procedural By-law further provided formal direction to staff "to formalize a procedure to be used at the meeting wherein a Deputy Mayor will be appointed to guide the nomination and selection process".

Discussion:

Staff have formalized **Attachment 1** to be utilized to appoint the Deputy Mayor to aide in providing for transparent and equitable selection process.

Staff are seeking direction from Council with respect to their desired timing to select a Deputy Mayor and appreciate that the decision may require further discussion as members have only recently taken office.

Through direction to staff in the form of a motion, Council can identify a meeting in the near future to consider the appointment, or if desirable, can direct staff to undertake the process at the December 6, 2022 meeting. If the latter is desirable, **Attachment 2**, a by-law to appoint the Deputy Mayor would need to be introduced and passed under section 10 on the December 6 agenda.

Financial Considerations:

As identified in the Compensation Administration Policy, the annual salary for the Deputy Mayor position as of December 1, 2022 is \$36,000.

Communication and Public Engagement:

The selection of the Deputy Mayor is a Council consideration and staff are prepared to communicate the decision of Council upon direction being received.

Conclusion:

Staff are pleased to conduct the Deputy Mayor appointment process at a date determined by Council.

Attachments:

Attachment 1 – Deputy Mayor Selection Process

Attachment 2 – Draft Deputy Mayor Appointment By-law